CITY OF WESTFIELD

FINANCIAL POLICIES AND PROCEDURES MANUAL

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Introduction

This manual documents the city's primary financial policies and procedures and is intended to be

a *living* document where changes in city policies and procedures are reviewed and updated

regularly. The appendixes are intended to provide particular processes and procedures related to

individual departments and should also be reviewed and updated regularly.

Real Estate and Personal Property Tax Billing Procedures

The Assessor's Office prepares a real estate and personal property tax commitment. The commitments contain the names, property identification and amount owed for each property. The commitment is submitted to the tax collector who is responsible for preparing, mailing and collecting tax bills quarterly.

- The Assessor, Collector and Tech Center work together to ensure the electronic commitment file is properly prepared and reconciled for upload to the MUNIS tax billing and collection module.

- The electronic file is then sent to the deputy collector, PKS Associates.

- PKS prints samples for approval by the Collector. Once approved PKS prints and mails the tax bills.

Motor Vehicle Excise Billing Procedures

Motor Vehicle Excise commitments are prepared by the Registry of Motor Vehicles for all Massachusetts communities.

- The Registry of Motor Vehicles sends the City's commitment directly to deputy collector PKS for mailing.

- PKS forwards the commitment file to the Assessor, Collector and Tech Center where the file is reconciled to the commitment and uploaded to the MUNIS tax billing and collection module.

Combined Utility Billing Procedures

Water, Sewer, Waste Management and Stormwater billing is prepared by the Water Resources Department and mailed by the Westfield Gas & Electric Department. These bills are processed through the Utility Billing module in MUNIS and payments are received in the Collector's office.

Departmental Billing Procedures

Off Duty Police Details

The Police department bills off duty police details weekly. Invoices are sorted by type and recorded in an excel spreadsheet which is used as a commitment (Schedule of Bills Receivable) to the Collector (Exhibit DB-1). There are usually three to four commitments per week.

- The commitments and the corresponding invoices are first sent to the City Auditor's office for review and then delivered to the Collector's Office.

- The invoices are separated into top and bottom portions and commitment numbers are written on each portion to make tracking easier.

- Envelopes and labels are printed and the top portions of each invoice are mailed.

- The bottom portion of the invoice is filed for retrieval when payments are received.

- Payments received are added together in a batch and the totals are put on a *schedule of departmental payments* (Exhibit R-2).

- The total amounts on the schedule are posted into MUNIS by charge code.

- The schedule is forwarded to the City Auditor's Office with the batch number and date of deposit listed on the schedule. A copy is kept in the Collector's Office.

- Invoice payments are then recorded to the excel spreadsheet by the Collector's Office (commitment sheet). The amount paid, date of the payment, and batch number are entered under the commitment number for each invoice.

- Outstanding invoices shown on spreadsheets are periodically used to send delinquent letters to vendors. Problem accounts are referred to the City's Law Department.

Ambulance

The Fire Department prepares and mails ambulance billing and receives payments. Deposits are turned over to the collector's office and deposited to the bank. It is anticipated that by July 1, 2012 Ambulance billing will be outsourced.

City Ordinance Violations

The Police Department prepares the bills and receives payments for ticketed violations written by police officers. Deposits are turned over to the collector's office and deposited to the bank. Collections for Ordinance Violations are also accepted in the Collector's Office.

Out of District Students

The Westfield Vocational Technical High School (WVTHS) prepares the bills and commitments quarterly for out of district students attending WVTHS and forwards to the Auditor's Office for review. Once approved, commitments and bills are forwarded to the Collector's Office for mailing and collection.

Receipt Processes

Treasurer's Receipt Process

Treasurer's receipts come in the office from departments for miscellaneous receipts. Some departments enter miscellaneous receipts through various modules in MUNIS. (Business License, Permits & Codes etc., see appendix A-5 and appendix G-2 for examples.) Some receipts are brought into the Treasurer's office in the form of cash and checks attached to a copy of the Schedule of Departmental Payment to the Treasurer. The Treasurer's office personnel verify the charge code on the form and the amount(s) are accurate.

Treasurer's Office personnel prepare deposits to the bank daily and post miscellaneous departmental receipts directly through Payment Entry in MUNIS. Treasurer's office personnel process miscellaneous batches for posting. About once a week, batches that are released are brought to Auditing to be compared with department's receipts on file. Once they are reconciled, Auditor office personnel post receipts.

Collector's Receipt Process

Receipts come in over the counter in the form of checks or cash. Counter traffic is particularly heavy when real estate or excise bills are due. Checks are generally received and processed by Century Bank, the city's lock box provider. Real estate bills are also remitted directly by a number of tax escrow service companies and banks. In addition, the deputy collector, PKS Associates, collects delinquent motor vehicle excise taxes once they are past the demand stage.

- The clerks in the office cash out and balance their cash drawers every day on a staggered basis.
- Cash and checks are totaled and balanced to the bills received.
- Separate calculator tapes are used for cash and checks and are retained as proof of reconciliation.
- All receipts are deposited to the bank the next day. A separate deposit slip is prepared for each of the clerk's daily work, as well as for mail that comes to City Hall.

- Lock box payments that could not be processed by Century bank are returned to the Collector's Office and a separate deposit is prepared. Separate deposits are also prepared for each escrow tax service company.

Once the deposit is made and verified, the calculator tapes and customer receipts are returned to the clerical staff for posting to customer accounts in MUNIS.

- Payment batch totals from MUNIS are reconciled to the calculator tapes to ensure customer account accuracy.
- Lock box and escrow tax service company payments are reconciled to their deposit amounts and electronically uploaded to MUNIS by the collector.

Deposit slips are prepared by the tax collector and a daily turnover sheet is remitted to the Treasurer's Office. Lock box payments processed by Century Bank are deposited directly to the Treasurer's bank account.

PKS provides a turnover sheet to the office with a check, usually once per week for delinquent motor vehicle excise collections. The turnover sheet and check includes all revenues collected, including the deputy collector fees. A vendor check is then issued to PKS for deputy collector fees.

Municipal Lien Certificates

Municipal lien certificates are prepared by the Collector's office. Most requests come from attorneys dealing with the sale or refinancing of real property. MUNIS is used to research and prepare the municipal lien certificate in a timely fashion.

Abatements

Abatements granted by the Board of Assessors are posted to MUNIS by the Assessor's Office. All Utility Abatements are handled by Water Resource Department personnel.

Refunds

Tax refunds are processed by the Collector's Office.

- A MUNIS credit balance report is generally run weekly to determine overpayments on accounts.
- The Collector's Office reviews the report and retrieves documentation to verify the accuracy of the credit balances shown.
- A refund report is generated and given to the Collector along with documentation for each refund.
- The Collector performs a second review of the transactions causing the refunds. Large refunds from ATB cases are reviewed with the Assessor's Office. The Collector signs off on the refund report.

- The refund report and supporting documentation is then forwarded to the Auditor's Office for a final review and preparation of the refund to be included on the weekly accounts payable warrant.

- Checks are issued by the Treasurer.

Payroll

These procedures are designed to ensure that payroll is based on proper authorization and required documentation, is paid at the approved rate, in accordance with collective bargaining agreements, is only paid to actual employees, and to assure that proper and timely reporting is made to federal, state, and local taxing authorities.

The City of Westfield uses the MUNIS software system to process payroll. The following MUNIS modules are an integral part of the payroll process: *Payroll, Personnel Actions, and Time and Attendance.*

- Payroll is processed on a bi-weekly basis for both the city and school departments. The city payroll is processed on one Friday and the school payroll is processed on the next Friday.

- City payroll is based on *MUNIS personnel actions* input by the Personnel Department. *Personnel actions* contain an employee's job classification, pay rates, payroll deductions, bargaining unit, and all other employee information. All *personnel actions* require various approvals which are controlled by the Personnel Department. *Personnel action forms* (see exhibit PA-1) processed by the Personnel Department are verified by City Auditor staff.

Once City Auditor staff notifies Personnel that all *personnel actions* have been approved, the Personnel Department posts the *actions* to update the *employee master file* in *job pay*.

- City payroll is "exception" based, meaning employee time defaults from *job pay defaults* into the *time and attendance* system. Each pay period, the Information Technology (IT) department sends each city department a MUNIS *Earnings Worksheet* (see exhibit PA-2) containing each employees time and rate as it defaults from *personnel actions* into the *time and attendance* system.

- City time sheets (see exhibit PA-3) are completed by employees and approved by supervisors. Employee's daily time sheets are used by departmental payroll clerks or managers to adjust employee's time for any "exceptions" to their standard or expected work schedule in the *time and attendance* system. Typical changes are for overtime, sick, vacation or similar leave. Payroll clerks also record additional pay exceptions to employee's time on an Excel spreadsheet which is submitted to City Auditor staff.

- For City payroll departmental *earnings worksheets* are forwarded by the Personnel Department to the City Auditor's office by Monday at 1:00 pm. IT automatically locks out all payroll clerks and managers from the *Payroll* and *Time and Attendance* systems on Monday.

- Gas & Electric's payroll is currently entered by the IT department but G&E is expected to process their own payroll soon. City Auditor staff checks MUNIS *time and attendance* proof with *earnings worksheet* and spreadsheet from Gas & Electric for accuracy.

- School payroll process (see appendix B-3) deviates from City payroll process in that City Auditor staff receives letters from School Administration regarding payroll issues; degree changes; leaves of absences with or without pay etc. Spreadsheets called *T-Sheets* are sent by the school payroll clerk for changes. Once these are approved by City Auditor staff, school payroll make changes to employee records (similar to *personnel actions* on the city side) for default to the payroll.

- In addition, deductions are checked by City Auditor staff for any major changes from *T-Sheets* in time and attendance.

- City Auditor staff verifies that Excel spreadsheets and/or *T-Sheets* agree to the time entered in the *time and attendance* system. Corrections are made by City Auditor staff unless all paperwork is received before department is closed out of time and attendance. Once the process is complete the City Auditor staff "moves" *time and attendance* records to payroll by the end of day on Tuesday. An email is sent to IT that payroll process is complete.

- IT runs checks and direct deposit advices and delivers to Treasurer's office on mid-week. Checks are dated Friday for distribution.

- IT runs Departmental Earnings Proof (listing by employee of the actual payroll for the period), and payroll distribution journal and delivers to City Auditor's office.

- Departments pick up Earnings Proof, review and verify then deliver two copies signed by the department head (one original and one copy) to the City Auditor. City Auditor staff prepares 2 original payroll warrants (see exhibit AP-3) for signature by the City Auditor and the

Mayor. One warrant and original earnings proofs are delivered to the Treasurer. The second warrant is filed by the City Auditor with cash disbursement journal and payroll summary report. The duplicate copy of the earnings proofs is kept on file separately.

- Departments pick up checks and remittance advices for their employees from the Treasurer on Friday.

Accounts Payable

The accounts payable policies and procedures are designed to ensure that vendor payments are bona-fide obligations of the city and properly made based on adequate documentation, proper authorization, and charged to the correct general ledger account (appropriation), year and period.

Approvals and Authorization

- The Mayor and City Auditor must approve all city expenditures (warrant) before payment is made by the City Treasurer. In the event the Mayor is unavailable; the president of City Council has the authority to approve the warrant.

- Department heads, boards and commissions (if applicable) will authorize all expenditures within their departments.

- Authorization for expenditures may be delegated in the event of an emergency or short term absence. Delegation of expenditure authority must be in writing and approved by the City Auditor and Mayor in advance.

Disbursement governing policies and procedures

- Invoices are recorded in departmental batches throughout the week. Batches entered and/or submitted by Friday are placed on a warrant for payment on the following Friday. Checks are generally mailed by the Treasurer's office on Monday.

- Payment for supplies or services will be made based on original invoices only, statements are not accepted.

- Schedules of Bills Payable (SBP) (see exhibit AP-1) are submitted with the original invoice and the receiving copy of the purchase order attached. The SBP is prepared by the department and must be signed by the department head and/or board or commission if applicable. Only original signatures will be accepted, signature stamps are not allowed. For those departments inputting invoices to MUNIS, will submit MUNIS "batch" (exhibit AP-2 Accounts Payable Invoice Entry). The MUNIS "batch" will serve as (SBP) and is signed by Department Head or appointing authority.

- SBP will be reviewed by the City Auditor staff for: original invoice, receiving report and proper signature on SBP, entry data must match invoice, vendor name, dates, invoice

number and remittance address. Discounts are taken and reviewed for accuracy. No sales tax is paid and proper liquidation of purchase order is verified.

- SBP and invoices are data entered (recorded) in the MUNIS accounts payable module by the City Auditor staff. Staff place check marks on the SBP to indicate each invoice has been entered. Currently, the School Department, Water Resources, DPW, IT, Purchasing and Police departments enter their own accounts payable batches directly into MUNIS. Eventually all departments will enter A/P directly into MUNIS.

- City Auditor's staff uses an Excel spreadsheet to control the invoice batch-entry process. Batches are summarized by Fund.

- A preliminary warrant is run and totals are verified to the Excel spreadsheet control totals. Variances are identified and corrected by City Auditor staff before the final warrant is run.

- City Auditor staff notifies the IT department that the warrant process is complete.

- IT runs checks, invoice detail reports and cash disbursement journal.

- Checks are delivered to the Treasurer's office. Reports and cash disbursement journals are delivered to the City Auditor's office.

- A deduction warrant (referred to as "Vendor Checks") is run simultaneously with the Accounts Payable warrant. Once received from IT, the deduction warrant must balance with the worksheet done by the Treasurer for the weekly payroll.

- City Auditor performs the final review of the accounts payable and deduction warrant
  (see exhibit AP-3). City Auditor staff prepares two (2) original warrants for signature by
  the City Auditor and the Mayor. Once warrants are signed City Auditor staff delivers the
  white original warrant, remittance copies of invoices and preliminary report to the
  Treasurer for distribution. The yellow original is filed with the invoice detail reports and
  cash disbursements journal.

- City Auditor files the warrant, warrant reports and corresponding invoices for each fiscal
  year.

- Checks are mailed by the Treasurer's office to vendors.

Travel Reimbursements

Travel reimbursements do not require a purchase order but must adhere to city travel policies as
described in Appendix A-2.

Budget Process

The budget process begins in the early spring with general instructions to department heads. The
City Auditor's Office verifies that all departmental personal service requests are accurate and in
accordance with collective bargaining agreements. The City Auditor works closely with the
Mayor to balance the budget before presentation to the City Council. The budget must be

balanced to estimated revenues and approved no later than June 30. Final acceptance by the City Council is the last step before entry to the accounting records.

- Budgets are prepared and distributed on four levels:
    - o Department requests to mayor
    - o Mayor's recommendations to City Council
    - o City Council approved budget
    - o Final appropriation recorded to general ledger in MUNIS

APPENDIX

Objective

This document provides step-by-step instructions on how to enter an invoice into MUNIS. This document is intended for Intermediate MUNIS users that already have a basic knowledge of the MUNIS Invoice Entry process.

Overview

When you choose to enter an invoice into MUNIS, you are requesting that funds be set aside to pay for items already purchased or for services that will be provided in the future. After the invoice is entered, funds are set aside in the GL account. Once the invoice has gone through the approval process, the necessary steps can be completed to create a check to be sent to the Vendor to pay for goods or services rendered.

Prerequisites

Before you can successfully use this feature, you must ensure that the necessary parameters and codes are in place. If parameters and codes are not set up, or not set up correctly, you may need to contact your MUNIS System Administrator or Department Manager to have them updated or added into the MUNIS system.

- Vendor that you wish to pay must exist in Vendor File Maintenance
- AP Parameters must be completed
- Cash account and Accounts Payable account must exist in the General Ledger
- Need invoice number and other information regarding purchase
- GL account to be charged for this invoice

Procedure

Use the following steps to…:

1. Open the AP Invoice Entry/Proof program.
   Financials > Accounts Payable > Invoice Processing Menu > Invoice Entry/Proof
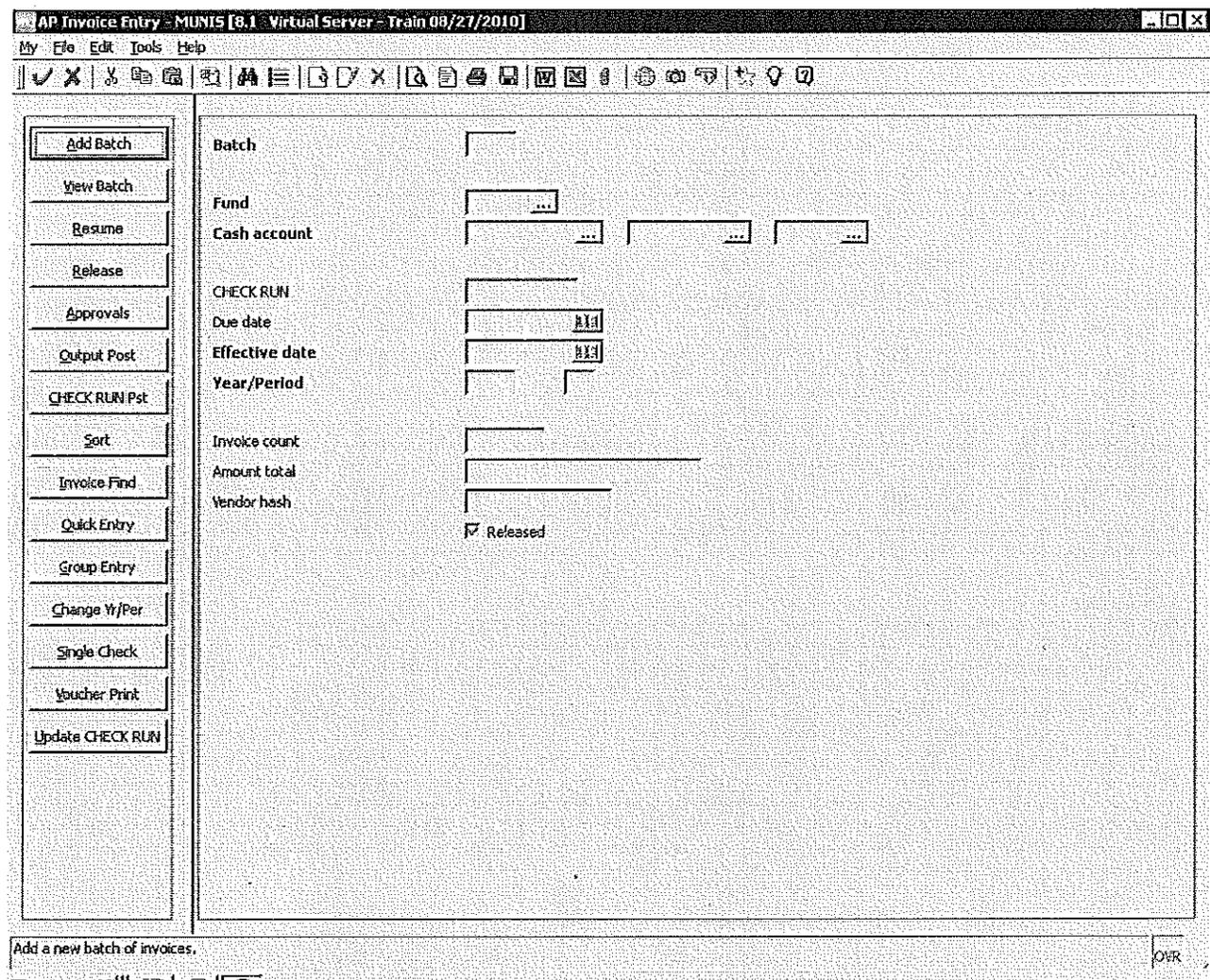
2. On the MUNIS toolbar, click Add Batch ___Add Batch___
3. Enter the following for the fields in order to complete the batch header…

Field	Description
Batch	This is a number assigned to identify the batch.
	The system assigns this number according to the default value in AP Parameters, but you can change this.
	After a batch is posted, the batch number may be reused.
	The Batch box is only accessible when you are adding a new batch.
Fund	This is the fund to be used with this batch.
	The default value for the fund is the fund established in AP Parameters, but you can change this. However, before changing a default fund

	value, verify that your new selection is valid by contacting the appropriate financial contact for your organization.
	Expense accounts may be outside of this fund; MUNIS programs make due to/due from entries using the balance sheet accounts in Due To/Due From FM when the Cash Disbursements Journal is posted.
Cash Account	This is the cash account used to pay invoices entered in a batch.
	The account that initially appears in the field is retrieved from Fund Attributes FM on the General Ledger Set Up/Chart of Accounts menu when you enter data into the Fund box. You can change this here, or on an invoice-by-invoice basis during Invoice Entry/Proof. However, before changing a default cash account value, verify that your new selection is valid by contacting the appropriate financial contact for your organization.
	You can use the same check number for multiple wire transfers within the same batch. For this to occur, the Cash Account, Warrant, Vendor, and Check/Wire Date fields must be the same for every invoice with the same check number. When the invoices are posted, one cash disbursement record is created for every invoice with the same wire number.
	If your organization uses the full account entry method, you must enter the full general ledger account number; if your organization uses the org/object account entry method, enter the org code, object code, and project code (if applicable).
Warrant (Check Run)	This is the warrant number assigned to invoices in the batch.
	The warrant number can be up to eight alphanumeric characters.
	The warrant number is optional.
Due Date	This is the due date for the invoices in the batch.
	The due date becomes the key for selecting invoices to be paid on a specific check run when the warrant number is blank.
	The default value for the due date is the date that the invoice is entered.
Effective Date	This is the date the invoice affects the general ledger.
	The default value in this date is the current date, but you can change this.
Year/Period	This is the fiscal year and period for the batch.
	The default values originate in GL Parameter FM for all invoices entered into the batch. However, you can change this on the header of any invoice if you have appropriate permissions.
	The year may be the current, next, or last year if general ledger year-end closing has occurred.
	If you enter last year, the program automatically enters period 13.
Enable TCM Invoice Barcode Label Printing	This check box directs the program to print Tyler Content Manager barcode labels on the invoice.
Invoice Count	This is the total number of invoices in the current batch.

Amount Total	This is the total amount of all invoices in the batch. The total amount is display only.
Vendor Hash	All vendor numbers are added together to produce a hash total, which may be used as a control number when entering a batch of invoices. By manually adding vendor numbers to all invoices and comparing that number to the vendor hash, invoices missing from the batch can be detected.

4. Tab to go to the next screen:

This is the invoice header, the invoice entry screen in divided into two parts, the header and detail screen. The header contains information pertaining to the entire invoice while the detail screen contains information regarding the GL account number and amounts.

Complete the following fields in order to complete the invoice header:

Field	Action or Description
Vendor	Enter the desired vendor number or click ⌐..⌐ to search for a vendor
Remit	Enter the number for the vendors remit address or click ⌐..⌐ to see a list
Document	Defaults based on AP parameters or click +1 to retrieve next number
Invoice	Enter Invoice number or click +1 to retrieve the number
Gross Amount	Enter the gross amount of the invoice
Discount Date	Enter the date (or click calendar) invoice must be paid to receive discount
Discount Basis	Enter the amount of invoice that is subject to discount
Discount percent	Enter the percentage amount for the discount, defaults from Vendor file

Net Amount	Gross Amount of invoice less any discounts
Payment Method	Defaults to Normal
Description	Enter a brief description of the items or services purchased
Status	Defaults based on workflow set up in AP Parameters
Voucher	Defaults based on set up of AP parameters
Warrant (Check Run)	Defaults from AP batch header
Invoice Date	Enter the date from the invoice or click on calendar
Due Date	Defaults from batch header or may be changed
Dept/Loc	Enter dept code or click on [...]
Work Order	Enter work order number of click [...] to see list (if applicable)
Alloc	Enter allocation code or click [...] to see list (if applicable)
Req	No access, will reflect requisition number if applicable
Liq Method	Liquidation Method, defaults from AP parameter table
Separate Check	Check if a separate check is desired for this invoice
Inc Documentation	Check if documentation is to be mailed with this check
PA applied	Check if a project accounts are applied to this transaction.
Comments	Click on Comments button to add notes regarding invoice

5. Tab to go to bottom section of screen:

6. Enter desired GL account code or click [...] to see list of accounts.

7. Enter invoice amount to be charged to this account code.

8. If appropriate, 1099 code will default, based upon permissions, this may be changed

9. If applicable, enter Fixed Asset code here

10. 1 indicates Current budget, 2 indicates Carry Forward budget

11. After all information is complete Click OK/Accept ✔ or press enter to save the invoice entry line.

12. Exit the Line Detail screen by choosing File, Exit. This will take you out of the line detail back to the main invoice entry batch header information.

13. You may then click on Release button [Release] in the left column to release the batch for posting

14. Click on Approvals button [Approvals] in the left column to initiate approvals if workflow exists.

Results

Status Change

With workflow, a released invoice batch will have a status of H – Held. You can click on the Approvers button on each individual invoice to see who needs to approve the invoice.

Without workflow, your invoice is now approved and will have a status of A - Approved

GL Impact

The GL account will now show the invoice amount (in the Actual (Memo) field) which reduces the Available Budget amount.

Other MUNIS Modules Impact

There is no impact on other MUNIS modules by this action.

What's Next?

With Workflow, the invoice is waiting on approval.

Without Workflow, the approved invoice is output posted and a check is printed using the MUNIS Cash Disbursements process.

NOTES FOR AP INVOICE ENTRY IN MUNIS:

- REMIT #:
  Remit address in MUNIS must match remit address on invoice.

- INVOICE #:
  For invoices that do not have invoice #, review how that vendor's invoices were previously invoiced.

  ALWAYS use capital letters, NO punctuation, NO spaces.

  Here are two examples to use for regular vendors:
  - Gas & Electric Bills: use department, month and year; (see example attached) Police invoice dated 4/3/11 – 5/3/11. "POL0411" Use April (04) because the bill is for the majority of April.

  - Telephone Bills: use last five (5) digits of phone number and month and year (see example attached); School #413-572-4718 dated 3/8/11 – 3/31/11 "24718MAR11"– March because the bill is for majority of March.

- DESCRIPTION:
  Must include account # and contract # if applicable. The remainder of the field (if any) can be used for your own reference.

- DEPARTMENT #:
  The department number will default in only if purchase order # is used. If no P.O. then be sure the department # is correct.

CITY OF WESTFIELD

TRAVEL POLICY

IT IS THE POLICY OF THE CITY TO REIMBURSE PERSONS WHO HAVE BEEN
AUTHORIZED TO TRAVEL ON BEHALF OF THE CITY FOR <u>REASONABLE
EXPENSES</u> INCURRED DURING SUCH TRAVEL. TRAVEL WILL BE
PERFORMED IN THE MOST ECONOMICAL MANNER FOR THE CITY.

THIS REGULATION IS ISSUED FOR GUIDANCE OF *ALL PERSONNEL* (CITY,
SCHOOL AND GAS & ELECTRIC) CONCERNED IN ORDER TO INSURE
UNIFORMITY IN PROCESSING REIMBURSEMENT REQUESTS.

<u>TRANSPORTATION</u>

>　　AUTOMOBILE: Per city ordinance $0.02 less than the IRS approved rate per
>　　mile or the rate established per contractual agreement. (Auditing disbritutes the
>　　new rates set by the IRS each year.)

>>　　In City Travel – Mileage in/out must be submitted.
>>　　Interschool Travel – Mileage according to attached chart.
>>　　In State Travel – Mileage according to attached chart.

>>　　Out of State Travel – Mileage in/out must be submitted.

>>　　Tolls and Parking will be reimbursed upon submission of original receipts.

>>　　TAXI: Actual costs plus tips with original receipt.

>>　　AIRFARE: Tourist or Economy Class only. If an employee wishes to
>>　　Travel First Class, he/she will be requested to pay the difference between
>>　　the two fares.   Extenuating circumstances may necessitate First Class
>>　　travel but must be documented accordingly. Receipts are required.

<u>LODGING AND ACCOMMODATIONS</u>
Hotel accommodations shall be reimbursed at a rate not to exceed the rate for single
occupancy. The City does not pay for spouse's accommodations or meals, nor will it
reimburse for suites or deluxe accommodations.

The City will reimburse for only one night <u>preceding</u> the conference*. Any additional
accommodations made due to air travel reservations must be substantiated to show the
cost benefit to the City.

Generally, the City will pay a <u>one night </u>deposit to the hotel. At the end of the stay, the
hotel may either bill the City or the employee may pay the charges and be reimbursed by
the City. In cases of financial hardship, a cash advance may be considered.

This practice protects the City from cancellation charges or early departures.

Original receipts must be presented.

MEALS

Per the Internal Revenue Service Publication 463, the City of Westfield uses an accountable plan for reimbursement. Therefore the meal policy will be as follows:

If the employee does not present receipts, he/she will be reimbursed at the rate of $26.00 per day (the IRS Standard Meal Allowance) based on the following schedule:

Breakfast	$4.00
Lunch	$7.00
Dinner	$15.00

This reimbursement will be paid on PAYROLL as these expenses may be deducted on the employee's income tax. Employees receiving a contractual meal allowance are already receiving this on payroll.

Meals will be reimbursed at higher rates (reasonable) upon presentation of detailed receipts. Tips up to a maximum of 15% may be reimbursed. At no time may anyone receive more than a $50.00 meal reimbursement for one day.

State Law Chapter 44 Section 58 will NOT allow reimbursement for alcoholic beverages.

When meals are reimbursed for more than one person, the other persons full name must be listed. If the reimbursement is for other City employees, each department must use their own expense account.

Registration fees are reimbursable with receipts and a copy of the conference notification.

Other miscellaneous expenses will be reimbursed with submission of receipts.

All travel is undertaken with the approval of the appropriate department head or departmental authority.

Current contractual obligations that supersede any of the above policies will prevail.

The City will NOT reimburse for:

   Alcohol
   Tobacco
   Entertainment
   Costs for spouse or children
   Parking tickets or Fines
   Personal telephone calls

CITY EMPLOYEES TRAVELING AT PUBLIC EXPENSE ARE EXPECTED TO USE
GOOD JUDGMENT. THE CITY AUDITOR RESERVES THE RIGHT TO REJECT
ANY REIMBURSEMENT WHICH DOES NOT FOLLOW THE ABOVE
GUIDELINES OR IS NOT DOCUMENTED.

*AMENDMENT: Because reimbursements for air tavel are submited and COST
COMPARISONS when necessary are NOT, the following change takes place in FY16.

If air travel is required and travel is one or more days prior to and/or after conferences, a
cost comparison form MUST be submitted. If no cost comparison is submitted, the travel
expense will be reduced by Auditing.

EARLY FLIGHT COST SAVINGS ANALYSIS

SCENARIO A

Cost of Early Flight: _____

Cost of Hotel: _____

Stipends: _____

_____

_____

Other: _____

_____

_____

_____

_____

_____

Subtotals $ -

SCENARIO B

Cost of Later Flight: _____

Cost of Hotel: _____

Stipends: _____

_____

_____

Other: _____

_____

_____

_____

_____

_____

Subtotals $ -

TOTAL PROJECTED SAVINGS $ -

Approved By: _____   **Date:** _____

CITY OF WESTFIELD

EXPENSE VOUCHER

DATE: _____

NAME: _____

ADDRESS: _____

NAME OF ASSOCIATION: _____

DATE FROM: _____ DATE TO: _____

TOTALS:

MEALS: _____   TOLLS: _____

REGISTRATION: _____ MILEAGE: _____

MISCELLANEOUS: _____ LODGING: _____

IF TRAVEL EXPENSE ONLY: (PLEASE ATTACH NOTIFICATION OF CONFERENCE/MEETING)

DATE: _____ DESTINATION: _____

PURPOSE OF TRIP: _____

MILEAGE: _____   TOLLS: _____

TOTAL OF EXPENDITURES: _____

ALL RECEIPTS MUST BE ATTACHED TO VOUCHER WHEN SUBMITTING FOR REIMBURSEMENT.

AUTHORIZED BY: _____
(DEPARTMENT HEAD OR APPROVING AUTHORITY)

REQUESTED BY: _____
(PERSON RECEIVING REIMBURSEMENT)

CHARGE TO ACCOUNT NUMBER: _____

CITY OF WESTFIELD, MASSACHUSETTS

DEPARTMENT OF ACCOUNTS   **OFFICE OF CITY AUDITOR**

TO: ALL DEPARTMENTS

FROM: DEBORAH A. STRYCHARZ, CITY AUDITOR

DATE: JULY 1, 2011

RE: TRAVEL REIMBURSEMENT

AS OF JULY 1, 2011, I WOULD LIKE TO NOTIFY ALL DEPARTMENTS
THAT THE IRS APPROVED RATE PER MILE IS .555. THIS MEANS THAT THE
CITY WILL NOW PAY .535 PER MILE FOR APPROVED TRAVEL. PLEASE
REMEMBER THAT A CONTRACTUAL OBLIGATION TO PAY A FIGURE OTHER
THAN THIS SUPERSEDES THIS RATE.

RECEIVED

AUG 2 2 2011

AUDITING

		CITY OF WESTFIELD, MASSACHUSETTS		
		PRIVATELY OWNED CAR		
		TRANSPORTATION VOUCHER		
NAME			DEPARTMENT	
		SPEEDOMETER READING		
DATE	OUT	IN	TOTAL MILES	DESTINATION
SIGNATURE				
APPROVED				
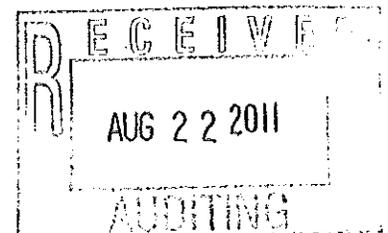
Town	No.	Town	No.	Town	No.	Town	No.	Town	No.	Town	No.
ABINGTON	114	CHARLTON	45	GREENWICH	34	MASHPEE	151	PETERSHAM	56	TAUNTON	103
ACTON	91	CHATHAM	174	GROTON	90	MATTAPOISETT	122	PHILLIPSTON	56	TEMPLETON	62
ACUSHNET	119	CHELMSFORD	96	GROVELAND	119	MAYNARD	86	PITTSFIELD	46	TEWKSBURY	106
ADAMS	52	CHELSEA	101			MEDFIELD	88	PLAINFIELD	36	TOLLAND	20
AGAWAM	10	CHESHIRE	52	HADLEY	20	MEDFORD	100	PLAINVILLE	94	TOPSFIELD	119
ALFORD	41	CHESTER	19	HALIFAX	119	MEDWAY	84	PLYMOUTH	131	TOWNSEND	86
AMESBURY	129	CHESTERFIELD	31	HAMILTON	124	MELROSE	104	PLYMPTON	122	TRURO	191
AMHERST	24	CHICOPEE	14	HAMPDEN	20	MENDON	78	PRESCOTT	34	TYNGSBORO	101
ANDOVER	111	CLARKSBURG	60	HANCOCK	60	MERRIMAC	126	PRINCETON	72	TYRINGHAM	38
ARLINGTON	98	CLINTON	73	HANOVER	118	METHUEN	111	PROVINCETOWN	199		
ASHBURNHAM	74	COHASSET	115	HANSON	120	MIDDLEBORO	119			UPTON	71
ASHBY	81	COLRAIN	53	HARDWICK	41	MIDDLEFIELD	24	QUINCY	104	UXBRIDGE	73
ASHFIELD	40	CONCORD	91	HARVARD	82	MIDDLETON	115				
ASHLAND	78	CONWAY	35	HARWICH	167	MILFORD	77	RANDOLPH	106	WAKEFIELD	107
ATHOL	53	CUMMINGTON	32	HATFIELD	21	MILLBURY	60	RAYNHAM	108	WALES	37
ATTLEBORO	99			HAVERHILL	119	MILLIS	85	READING	106	WALPOLE	92
AUBURN	56	DALTON	42	HAWLEY	42	MILLVILLE	78	REHOBOTH	98	WALTHAM	92
AVON	107	DANA	45	HEATH	61	MILTON	100	REVERE	103	WARE	34
AYER	87	DANVERS	117	HINGHAM	110	MONROE	68	RICHMOND	47	WAREHAM	129
		DARTMOUTH	116	HINSDALE	38	MONSON	30	ROCHESTER	126	WARREN	36
BARNSTABLE	154	DEDHAM	94	HOLBROOK	107	MONTAGUE	35	ROCKLAND	115	WARWICK	60
BARRE	50	DEERFIELD	33	HOLDEN	64	MONTEREY	28	ROCKPORT	136	WASHINGTON	34
BECKET	30	DENNIS	162	HOLLAND	37	MONTGOMERY	7	ROME	63	WATERTOWN	93
BEDFORD	95	DIGHTON	107	HOLLISTON	83	MT. WASHINGTON	47	ROWLEY	125	WAYLAND	85
BELCHERTOWN	25	DOUGLAS	69	HOLYOKE	13			ROYLSTON	59	WEBSTER	53
BELLINGHAM	80	DOVER	93	HOPEDALE	76	NAHANT	114	RUSSELL	8	WELLESLEY	86
BELMONT	96	DRACUT	103	HOPKINTON	75	NATICK	83	RUTLAND	59	WELLFLEET	186
BERKLEY	109	DUDLEY	52	HUBBARDSTON	72	NEEDHAM	90			WENDELL	57
BERLIN	73	DUNSTABLE	97	HUDSON	79	NEW ASHFORD	58	SALEM	116	WENHAM	122
BERNARDSON	43	DUXBURY	128	HULL	113	NEW BEDFORD	116	SALISBURY	130	W. BOYLSTON	68
BEVERLY	118			HUNTINGTON	12	NEW BRAINTREE	45	SANDISFIELD	35	W. BRIDGEWATER	110
BILLERICA	100	E. BRIDGEWATER	114			NEW MARLBORO	38	SANDWICH	142	W. BROOKFIELD	39
BLACKSTONE	80	E. BROOKFIELD	46	IPSWICH	128	NEW SALEM	47	SAUGUS	107	W. NEWBURY	122
BLANDFORD	12	E. LONGMEADOW	15			NEWBURY	127	SAVOY	44	W. SPRINGFIELD	7
BOLTON	77	EASTHAM	177	KINGSTON	126	NEWBURYPORT	127	SCITUATE	118	W. STOCKBRIDGE	43
BOSTON	98	EASTHAMPTON	12			NEWTON	91	SEEKONK	91	WESTBORO	69
BRIGHTON	94	EASTON	104	LAKEVILLE	117	NORFOLK	90	SHARON	98	WESTFIELD	0
CHARLESTOWN	99	EGREMONT	41	LANCASTER	76	NORTH ADAMS	58	SHEFFIELD	43	WESTFORD	95
DORCHESTER	99	ENFIELD	30	LANESBORO	51	NORTH ANDOVER	112	SHELBURNE	43	WESTHAMPTON	23
EAST BOSTON	99	ERVING	50	LAWRENCE	110	N. ATTLEBORO	95	SHERBORNE	84	WESTMINSTER	70
HYDE PARK	97	ESSEX	128	LEE	35	N. BROOKFIELD	43	SHIRLEY	88	WESTON	88
ROXBURY	96	EVERETT	100	LEICESTER	54	NORTH READING	110	SHREWSBURY	67	WESTPORT	111
SOUTH BOSTON	99			LENOX	39	NORTHAMPTON	17	SHUTESBURY	35	WESTWOOD	94
W. ROXBURY	95	FAIRHAVEN	117	LEOMINSTER	79	NORTHBORO	69	SOMERSET	103	WEYMOUTH	109
BOURNE	136	FALL RIVER	104	LEVERETT	30	NORTHBRIDGE	67	SOMERVILLE	98	WHATELY	26
BOXBORO	86	FALMOUTH	151	LEXINGTON	98	NORTHFIELD	49	SOUTH HADLEY	17	WHITMAN	115
BOXFORD	118	FITCHBURG	78	LEYDEN	51	NORTON	103	SOUTHAMPTON	8	WILBRAHAM	18
BOYLSTON	67	FLORIDA	64	LINCOLN	91	NORWELL	118	SOUTHBORO	75	WILLIAMSBURG	25
BRAINTREE	107	FOXBORO	95	LITTLETON	89	NORWOOD	96	SOUTHBRIDGE	44	WILLIAMSTOWN	63
BREWSTER	165	FRAMINGHAM	81	LONGMEADOW	13			SOUTHWICK	6	WILMINGTON	105
BRIDGEWATER	112	FRANKLIN	85	LOWELL	101	OAKWAY	55	SPENCER	49	WINCHENDON	69
BRIMFIELD	33	FREETOWN	112	LUDLOW	16	ORANGE	53	SPRINGFIELD	9	WINCHESTER	101
BROCKTON	110			LUNENBURG	82	ORLEANS	173	STERLING	72	WINDSOR	44
BROOKFIELD	42	GARDNER	68	LYNN	109	OTIS	21	STOCKBRIDGE	39	WINTHROP	103
BROOKLINE	95	GEORGETOWN	118	LYNNFIELD	110	OXFORD	56	STONEHAM	106	WOBURN	103
BUCKLAND	45	GILL	42					STOUGHTON	104	WORCESTER	60
BURLINGTON	101	GLOUCESTER	132	MALDEN	102	PALMER	25	STER STOW	83	WORTHINGHAM	26
		GOSHEN	30	MANCHESTER	125	PAXTON	55	STURBRIDGE	40	WRENTHAM	89
CAMBRIDGE	96	GRAFTON	65	MANSFIELD	97	PEABODY	115	SUDBURY	83		
CANTON	101	GRANBY	19	MARBLEHEAD	117	PELHAM	31	SUNDERLAND	29	YARMOUTH	160
CARLISLE	96	GRANVILLE	11	MARION	127	PEMBROKE	122	SUTTON	63		
CARVER	125	GT. BARRINGTON	37	MARLBORO	75	PEPPERELL	92	SWAMPSCOTT	113		
CHARLEMONT	55	GREENFIELD	36	MARSHFIELD	124	PERU	35	SWANSEA	99		

COMMUNITIES	TOWNS	COMMUNITIES	TOWNS
ACCORD	NORWELL	NORTH	NEW BEDFORD
ADAMSDALE	NO. ATTLEBORO	NORTH ABBINGTON	ABBINGTON
ADAMSVILLE	COLRAIN	NORTH ACTON	ACTON
ALLERTON	HULL	NORTH AMHERST	AMHERST
ALLSTON	BOSTON	NORTH ASHBURNHAM	ASHBURNHAM
ANNASQUAM	GLOUCESTER	NORTH BARNARDSTON	BARNARDSTON
ANTASSAWANOCK NECK	MATTAPOISETT	NORTH BILLERICA	BILLERICA
APPONAGANSETT	DARTMOUTH	NORTH BLANFORD	BLANFORD
ARLINGTON HEIGHTS	ARLINGTON	NORTH CHATHAM	CHATHAM
ASHBURY GROVE	HAMILTON	NORTH CHALMSFORD	CHALMSFORD
ASHLEY FALLS	SHEFFIELD	NORTH CHESTER	CHESTER
ASHLEYVILLE	W. SPRINGFIELD	NORTH DANA	DANA
ASSINIPI	HANOVER	NORTH DARTMOUTH	DARTMOUTH
ASSONET	FREETOWN	NORTH DIGHTON	DIGHTON
ASTOR	BOSTON	NORTH EASTHAM	EASTHAM
ATLANTIC	QUINCY	NORTH EASTON	EASTON
ATTLEBORO FALLS	NO. ATTLEBORO	NORTH EGGRAMONT	EGGRAMONT
AUBURNDALE	NEWTON	NORTH FALMOUTH	FALMOUTH
AYERS VILLAGE	HAVERHILL	NORTH ORAFTON	ORAFTON
BABSON PARK	WELLESLEY	NORTH HADLEY	HADLEY
BACK BAY ANNEX	BOSTON	NORTH HANOVER	HANOVER
BAKERS ISLAND	SALEM	NORTH HANSON	HANSON
BALANCE ROCK	PITTSFIELD	NORTH HAWICH	HARWICH
BALDWINVILLE	TEMPLETON	NORTH HATFIELD	HATFIELD
BALLARDVALE	ANDOVER	NORTH HEATH	HEATH
BANCROFT	MIDDLEFIELD	NORTH LEOMINSTER	LEOMINSTER
BARRE PLAINS	BARRE	NORTH MARSHFIELD	MARSHFIELD
BARROWSVILLE	NORTON	NORTH MIDDLEBORO	MIDDLEBORO
BASS RIVER	YARMOUTH	NORTH ORANGE	ORANGE
BAYSIDE	HULL	NORTH OXFORD	OXFORD
BEACH BLUFF	SWAMPSCOTT	NORTH PEMBROKE	PEMBROKE
BERKSHIRE	LANESBORO	NORTH PLYMOUTH	PLYMOUTH
BEVERLY FARMS	BEVERLY	NORTH PLYMPTON	PLYMPTON
BLACKBURN	ASHBYRNHAM	NORTH POCASSET	BOURNE
BLACKINGTON	NORTH ADAMS	NORTH PESTAL STATION	BOSTON
BONDSVILLE	PALMER	NORTH QUINCY	QUINCY
BONNY RIDGE 4 CORNERS	CHESTER	NORTH RANDOLPH	RANDOLPH
BOURNEDALE	BOURNE	NORTH ROCHESTER	ROCHESTER
BRADFORD	HAVERHILL	NORTH RUTLAND	RUTLAND
BRADSTREET	HATFIELD	NORTH SCITUATE	SCITUATE
BRANT ROCK	MARSHFIELD	NORTH STOUGHTON	STOUGHTON
BRIDGEWATER STATE FARM	BRIDGEWATER	NORTH SUDBURY	SUDBURY
BRIER	SAVOY	NORTH SWANSEA	SWANSEA
BRIGGSVILLE	ATTLEBORO	NORTH TIABURY	TIABURY
BRIGGSVILLE	CLARKSBURG	NORTH TRURO	TRURO
BRIGHTON	BOSTON	NORTH UXBRIDGE	UXBRIDGE
BRIGHTWOOD	SPRINGFIELD	NORTH WESTPORT	WESTPORT

BROOKLINE VILLAGE	BROOKLINE	NORTH WAYMOUTH	WAYMOUTH
BRYANTVILLE	PEMBROKE	NORTH WILBRAHAM	WILBRAHAM
BURKVILLE	CONWAY	NORTH WILMINGTON	WILMINGTON
BURLINGTON AVE. ANNEX	BOSTON	NORTHFIELD FARMS	NORTHFIELD
BURRAGE	HOLBROOK	NORWICH	HUNTINGTON
BUZZARDS BAY	BOURNE	NORTH BRIDGE	HUNTINGTON
BYFIELD	NEWBURY	NUTTING LAKE	BILLERICA
CAMPELLO	BROCKTON	OAKDALE	WEST BOYLESTON
CAMP HARRILL	PITTSFIELD	OAKLAND	TAUNTON
CAPE ANN	ROCKPORT	OCEAN BLUFF	MARSHFIELD
CARYVILLE	FRANKLIN	OCEAN GROVE	SWANSEA
CEDARVILLE	PLYMOUTH	OLD FURNACE	HARDWICK
CENTRE STREET	BROCKTON	OLD TOWN	NEWBURY
CENTREVILLE	BARNSTABLE	OLD TOWN	NORTH ATTLEBORO
CHAPINVILLE	NORTHBORO	ONSET	WAREHAM
CHARLES RIVER	NEEDHAM	OSTERVILLE	BARNSTABLE
CHARLESTOWN	BOSTON	PIDGEON COVE	ROCKPORT
CHARTLEY	NORTON	PLUM ISLAND	NEWBURY
CHARLETON CITY	CHARLTON	PONVILLE	NORFOLK
CHARLETON DEPOT	CHARLTON	PONKAPOG	CANTON
CHATHAMPORT	CHATHAM	POTTERVILLE	SOMERSET
CHERRY VALLEY	LEICESTER	POWERS MILLS	PHILLIPSTON
CHESTNUT HILL	NEWTON	PRATTSVILLE	BRIDGEWATER
CHICOPEE FALLS	CHICOPEE	PRIDAS CROSSING	BEVERLY
CHILTONVILLE	PLYMOUTH	PRINCETON DEPOT	PRINCETON
CHILTON	MARBLEHEAD	PROSPECTVILLE	WALTHAM
COCHASETT	E. BRIDGEWATER	QUINAPOXET	HOLDEN
COSHITUATE	KAYLAND	QUINSIGAMOND	SHREWSBURY
COLDBROOK SPRINGS	OAKHAM	PACE POINT	PROVINCETOWN
COLD HILL	GRANBY	RAYNHAM CENTER	RAYNHAM
COLD SPRING	SANDISFIELD	ROADVILLE	BOSTON
COLLINSVILLE	DRACUT	BAD BRIDGE	LUDLOW
COLTSVILLE	PITTSFIELD	RINGVILLE	NORTHINGTON
COMMERCIAL STREET	BROCKTON	RIVERDALE	NORTHBRIDGE
COOLEYVILLE	NEW SALEM	RIVERMOOR	SCITUATE
COOLIDGE CORNER	BROOKLINE	RIVERSIDE	GILL
CORDAGE	PLYMOUTH	ROCHDALE	LAICOSTER
CORDAVILLE	SOUTHBORO	ROCK	MIDDLEBORO
COTUIT	BARNSTABLE	ROCK HARBOR	ORLEANS
COVE LANDING	HUDSON	ROCKY NOOK	PLYMOUTH
CRAIGVILLE	BARNSTABLE	ROCK VILLAGE	HAVERHILL
CROCKERVILLE	FITCHBURG	ROCK VILLAGE	HOLYOKE
CROW POINT	HINGHAM	ROGERS SQUARE	LOWELL
CURTIS CROSS	HANOVER	ROSLINDALE	BOSTON
CUSHING	SALISBURY	ROUND HILL POINT	DARTMOUTH
CUSHING	AMHERST	ROXBURY	BOSTON
DAYVILLE	CHESTER	ROXBURY CROSSING	BOSTON
DEER ISLAND	BOSTON	RUSSELLVILLE	RUSSELL
DALL	HEATH	RUTLAND HEIGHTS	RUTLAND

DENNISPORT	DENNIS	SAGAMORE	BOURNE
DEVEREUX	MARBLEHEAD	SAGAMORE BEACH	BOURNE
DODGE	CHARLTON	SALISBURY BEACH	SALISBURY
DODGEVILLE	ATTLEBORO	SANDHILLS	SCITUATE
DORCHESTER	BOSTON	SANTUIT	BARNSTABLE
DORCHESTER CENTER	BOSTON	SAUNDERSVALE	SOUTHBRIDGE
DRURY	FLORIDA	SAXONVILLE	FRAMINGHAM
DWIGHT	BELCHERTOWN	SCANTIC	HAMPDON
EAST ARLINGTON	ARLINGTON	SCITUATE CENTER	SCITUATE
EAST BOSTON	BOSTON	SCOTLAND	BRIDGEWATER
EAST BOXFORD	BOXFORD	SEASIDE	PLYMOUTH
EAST BRAINTREE	BRAINTREE	SHAKERVILLAGE	HARVARD
EAST BREWSTER	BREWSTER	SHAKERVILLAGE	SHIRLEY
EAST BRIMFIELD	BRIMFIELD	SHATTUCKVILLE	COLRAIN
EAST DEDHAM	DEDHAM	SHAWSHOON VILLAGE	ANDOVER
EAST DENNIS	DENNIS	SHELBURNE FALLS	SHELBURNE
EAST DOUGLAS	DOUGLAS	SHELDONVILLE	WRENTHAM
EAST EDGARTON	EDGARTON	SHIRLEY CENTER	SHIRLEY
EAST FALMOUTH	FALMOUTH	SHORE ACROS	SCITUATE
EAST FOXBORO	FOXBORO	SILVER BEACH	FALMOUTH
EAST FREETOWN	FREETOWN	SILVER LAKE	KINGSTON
EAST GARDNER	GARDNER	SIXTEEN ACRES	SPRINGFIELD
EAST HARWICH	HARWICH	SMITHS	ENFIELD
EAST HAVERHILL	HAVERHILL	SMITHS FERRY	SOUTH HADLEY
EAST HOLLISTON	HOLLISTON	SMITHVILLE	BARRE
EAST LEE	LEE	SOLDIERS FIELD	BOSTON
EAST LEVERETT	LEVERETT	SOUTH	FALL RIVER
EAST LYNN	LYNN	SOUTH ACTON	ACTON
EAST MANSFIELD	MANSFIELD	SOUTH AMHERST	AMHERST
EAST MANSFIELD	MANCHESTER	SOUTH ATHOL	ATHOL
EAST MATTAPOISSETT	MATTAPOISSETT	SOUTH ATTLEBORO	ATTLEBORO
EAST MILTON	MILTON	SOUTH BARRE	BARRE
EAST NORTHFIELD	NORTHFIELD	SOUTH BERLIN	BERLIN
EAST NORTON	NORTON	SOUTH BOSTON	BOSTON
EAST ORLEANS	ORLEANS	SOUTH BRAINTREE	BRAINTREE
EAST OTIS	OTIS	SOUTH CHATHAM	CHATHAM
EAST PEMBROOK	PEMBROOK	SOUTH CHELMSFORD	CHELMSFORD
EAST PEPPERELL	PEPPERELL	SOUTH DARTMOUTH	DARTMOUTH
EAST PRINCETON	PRINCETON	SOUTH DEERFIELD	DEERFIELD
EAST SANDWICH	SANDWICH	SOUTH DENNIS	DENNIS
EAST SAUGUS	SAUGUS	SOUTH DUXBURY	DUXBURY
EAST TAUNTON	TAUNTON	SOUTH EASTON	EASTON
EAST TEMPLETON	TEMPLETON	SOUTH EGREMONT	EGREMONT
EAST WALPOLE	WALPOLE	SOUTH ESSEX	ESSEX
EAST WAREHAM	WAREHAM	SOUTH GROVELAND	GROVELAND
EAST WATERTOWN	WATERTOWN	SOUTH HADLEY FALLS	SOUTH HADLEY
EAST WAYMOUTH	WAYMOUTH	SOUTH HAMILTON	HAMILTON
EAST WINDSOR	WINDSOR	SOUTH HANOVER	HANOVER
EAST WHATELY	WHATELY	SOUTH HANSON	HANSON

EASTON CENTER	EASTON	SOUTH HARWICH	HARWICH
ESSEX	BOSTON	SOUTH HINGHAM	HINGHAM
FAIRTOWN	SHREWSBURY	SOUTH LEE	LEE
FAIRVIEW	CHICOPEE	SOUTH LINCOLN	LINCOLN
FALMOUTH HEIGHTS	FALMOUTH	SOUTH MIDDLEBORO	MIDDLEBORO
FAYVILLE	SOUTHBORO	SOUTH NATICK	NATICK
FEDERAL	BOSTON	SOUTH ORLEANS	ORLEANS
FEDERAL RESERVE	BOSTON	SOUTH POSTAL ANNEX	BOSTON
FEEDING HILLS	AGAWAM	SOUTH ROYALSTON	ROYALSTON
FENTONVILLE	BRIMFIELD	SOUTH SANDISFIELD	SANDISFIELD
FISHERVILLE	GRAFTON	SOUTH SANDWICH	SANDWICH
FISKDALE	STURBRIDGE	SOUTH SOUTHVILLE	SOUTHBORO
FLINT	FALL RIVER	SOUTH SUDBURY	SUDBURY
FLORENCE	NORTHAMPTON	SOUTH SWANSEA	SWANSEA
FORESTDALE	SANDWICH	SOUTH TRURO	TRURO
FOREST HILL	BOSTON	SOUTH VERNON	NORTHFIELD
FOREST PARK	SPRINGFIELD	SOUTH WALPOLE	WALPOLE
FORGE VILLAGE	WESTFORD	SOUTH WAREHAM	WAREHAM
FORT DEVENS	AYER	SOUTH WELLFLEET	WELLFLEET
FOXVALE	FOXBORO	SOUTH WESTPORT	WESTPORT
FRANKLIN PARK	BOSTON	SOUTH WEYMOUTH	WEYMOUTH
FRAMINGHAM CENTER	FRAMINGHAM	SOUTH WILLIAMSTOWN	WILLIAMSTOWN
FRENCH KING BRIDGE	MONTAGUE	SOUTH WORTHINGTON	WORTHINGTON
FRESH BROCK	WELLFLEET	SOUTH YARMOUTH	YARMOUTH
FURNECO	HARDWICK	SOUTHFIELD	NEW MARLBORO
GATES CROSS	GEORGETOWN	SPRINGVILLE	WINCHENDON
GILBERTVILLE	HARDWICK	SPRUCE CORNER	ASHFIELD
GLENDALE	STOCKBRIDGE	SQUANTUM	QUINCY
GLEN HILLS	GEORGETOWN	STANDISH	HANOVER
GRANITEVILLE	WESTFORD	STATE FARM	BRIDGEWATER
GRANVILLE CENTER	GRANVILLE	STATE HOUSE	BOSTON
GREEN HARBOR	HARCHFIELD	STATE LINE	W. STOCKBRIDGE
GREENWICH VILLAGE	GREENWICH	STEEP BROOK	FALL RIVER
GREENWOOD	WAKEFIELD	STERLING JUNCTION	STERLING
GRISWOLDVILLE	COLRAIN	STILL RIVER	HARVARD
GROVE HALL	BOSTON	STOCKBRIDGE BOWL	STOCKBRIDGE
GUISSET	FALMOUTH	STONYBROOK	WESTON
GURNEY CORNER	HANSON	TATNUCK	WORCESTER
HANOVER CENTER	HANOVER	TEATICKET	FALMOUTH
HANOVER STREET	BOSTON	TENNYVILLE	PALMER
HARTSVILLE	NEW MARLBORO	TERMINAL	BOSTON
HARWICHPORT	HARWICH	TNORNDIKE	PALMER
HATCHVILLE	FALMOUTH	THREE RIVERS	PALMER
NATNOTNE	DANVERS	TITICUT	BRIDGEWATER
HAYDEN ROW	HOPKINTON	TOUISSAT	SWANSEA
HAYDENVILLE	WILLIAMSBURGE	TOWER HILL	WAYLAND
HEBRONVILLE	ATTLEBORO	TOWNSEND HARBOR	TOWNSEND
HICKAVILLE	DARTMOUTH	TREMONT	BOSTON
HIGHLANDS	SPRINGFIELD	TREMONT	WAREHAM

HILLSBORO	LEVERETT	TUFTS COLLEGE	MEDFORD
HINGHAM CENTER	HINGHAM	TULLY	ORANGE
HODGES VILLAGE	OXFORD	TULLYVILLE	ORANGE
HOOSAC TUNNEL	FLORIDA	TURNERS FALLS	MONTAGUE
HORSE NECK BEACH	WESTPORT	UNIONVILLE	FRANKLIN
HOUGH'S NECK	QUINCY	UPHAMS CORNER	BOSTON
HOUSATONIC	GREAT BARRINGTON	VINEYARD HAVEN	TISBURY
HUNTSVILLE	HUNTINGTON	WABAN	NEWTON
HYANNIS	BARNSTABLE	WADSWORTH	FRANKLIN
HYANNISPORT	BARNSTABLE	WAQUOIT	FALMOUTH
HYDE PARK	BOSTON	WARD HILL	HAVERHILL
INDIAN ORCHARD	SPRINGFIELD	WASHINGTON SQUARE	WORCESTER
INGLESIDE	HOLYOKE	WATERVILLE	WINCHENDON
ISLAND CREEK	DUXBURY	WATERVILLE	MIDDLEBORO
JEFFERSON	HOLDEN	WAVERLY	BELMONT
KENDALL GREEN	WEATON	WAIR	TAUNTON
KENDALL SQUARE	CAMBRIDGE	WELLESLEY FARMS	WELLESLEY
KENKAPORT	NEW MARLBORO	WELLESLEY HILLS	WELLESLEY
KNIGHTVILLE	HUNTINGTON	WENDALL DEPOT	WENDALL
KONKAPOT	NEW MARLBORO	WEST ACTON	ACTON
LAKE PEARL	WRENTHAM	WEST BARNSTABLE	BARNSTABLE
LANASVILLE	GLOUCESTER	WEST BECKET	BECKET
LARNEDVILLE	OXFORD	WEST BERLIN	BERLIN
LAUREL PARK	NORTHAMPTON	WEST BOXFORD	BOXFORD
LEEDS	NORTHAMPTON	WEST CHATHAM	CHATHAM
LENOX DALE	LENOX	WEST CHELMSFORD	CHELMSFORD
LINE BROOK	IPSWICH	WEST CHOP	TISBURY
LINWOOD	UXBRIDGE	WEST CONCORD	CONCORD
LITHIA	GOSHEN	WEST CUMMINGTON	CUMMINGTON
LITTLE NECK	IPSWICH	WEST DENNIS	DENNIS
LITTLE RIVER	WESTFIELD	WEST DUDLEY	DUDLEY
LITTLETON COMMON.	LITTLETON	WEST DUXBURY	DUXBURY
LOCK VILLAGE	SHUTESBURY	WEST FALMOUTH	FALMOUTH
LONG ISLAND	BOSTON	WEST GRANVILLE	GRANVILLE
LONG PLAIN	ACUSHNET	WEST GROTON	GROTON
LOUDVILLE	EASTHAMPTON	WEST HAMILTON	HANOVER
LOWER MILLS	MILTON	WEST HARWICH	HARWICH
LYNNFIELD CENTER	LYNNFIELD	WEST HATFIELD	HATFIELD
LYONSVILLE	COLRAIN	WEST HAWLEY	HAWLEY
LUDLOW CENTER	LUDLOW	WEST HYANNISPORT	BARNSTABLE
MAGNOLIA	GLOUCESTER	WEST LYNN	LYNN
MANCHAUG	SUTTON	WEST MANSFIELD	MANSFIELD
MANCHESTER	SUTTON	WEST MANSFIELD	MANCHESTER
MARBLEHEAD NECK	MARBLEHEAD	WEST MEDFORD	MEDFORD
MARA HILL	MARSHFIELD	WEST MEDWAY	MEDWAY
MARATON'S HILL	BARNSTABLE	WEST MILLBURY	MILLBURY
MATFIELD	BRIDGEWATER	WEST NEWTON	NEWTON
MATTAPAN	BOSTON	WEST OTIS	OTIS
MADFORD HILLSIDE	MADFORD	WEST PEABODY	PEABODY

MALROSE HIGHLANDS	MALROSE	WEST QUINCY	QUINCY
MANAUHAUT	FALMOUTH	WEST ROXBURY	ROXBURY
MARRICK	WEST SPRINGFIELD	WEST RUTLAND	RUTLAND
MARRIMACPORT	MARRIMAC	WEST SIDE	SPRINGFIELD
MILBROOK	DUXBURY	WEST SOMERVILLE	SOMERVILLE
MILLER'S FALLS	MONTAGUE	WEST STERLING	STERLING
MILLINGTON	NEW SALEM	WEST STOUGHTON	STOUGHTON
MILL RIVER	NEW MARLBORO	WEST SUTTON	SUTTON
MINOT	SCITUATE	WEST TOWNSEND	TOWNSEND
MONPONSATT	HANSON	WEST UPTON	UPTON
MONROE BRIDGE	MONROE	WEST WAREHAM	WAREHAM
MONTAGUE CITY	MONTAGUE	WEST WARREN	WARREN
MONTELLO	BROCKTON	WEST WHATELY	WHATELY
MONTVILLE	SANDISFIELD	WEST WORTHINGTON	WORTHINGTON
MORNINGDALE	BOYLSTON	WEST YARMOUTH	YARMOUTH
MORSEVILLE	NATICK	WESTDALE	W. BRIDGEWATER
MT. HERMON	NORTHFIELD	WESTPORT FACTORY	WESTPORT
MT. ST. JAMES	WORCESTER	WESTPORT POINT	WESTPORT
MT. TOM	EASTHAMPTON	WESTVILLE	TAUNTON
MYRICKS	BERKLEY	WHITE HORSE BEACH	WESTPORT
MANTASKET	HULL	WHITE VALLEY	BARRE
MANTASKET BEACH	HULL	WHITINSVILLE	NORTHBRIDGE
MASHOBA	WESTFORD	WHITNEY	SHARBORN
NAUSET BEACH	EASTHAM	WHITTENDON	TAUTON
NAVY YARD	BOSTON	WIANNO	BARNSTABLE
NEW LENOX	LENOX	WILKONSONVILLE	SUTTON
NEW LEVERETT	LEVERETT	WILLIMANSETT	CHICOPEE
NEWTON CENTER	NEWTON	WINCHENDON SPRINGS	WINCHENDON
NEWTON HIGHLANDS	NEWTON	WINDMERE	CHATHAM
NEWTON LOWER FALLS	NEWTON	WINTER HILL	SOMERVILLE
NEWTON UPPER FALLS	NEWTON	WOLLASTON	QUINCY
NEWTONVILLE	NEWTON	WOOD END	PROVINCETOWN
NORTH MANS' LAND	CHILMARK	WOODS HOLE	FALMOUTH
NORTH MANS' LAND	MARTHA'S VINEYARD	WOODVILLE	HOPKINTON
NORTH MANS' LAND	GAY HEAD	WORONOCO	RUSSELL
NOBACOT	FRAMINGHAM	YARMOUTHPORT	YARMOUTH
NONQUIT	DARTMOUTH	ZOAR	CHARLEMONT
NORFORK DOWNS	QUINCY	ZYLONITE	ADAMS

MILEAGE CHART VIA MAPQUEST

	ASHLEY	ABNER	FT.MEADOW	FRANKLIN	HIGHLAND	JUNIPER	MOSELEY	MUNGER	PAPER MILL	SHAMP	NMS	SMS	WHS	VOKE	IAES	PARKSIDE	RUSSELL RD	HEADSTART	ST. MARY'S
ASHLEY																			
ABNER	0.74																		
FT.MEADOW	0.44	0.92																	
FRANKLIN	1.44	1.22	1.16																
HIGHLAND	1.65	0.81	1.37	1.3															
JUNIPER	3.87	2.66	3.59	2.67	1.85														
MOSELEY	1.75	1.78	1.26	1.54	2.23	3.97													
MUNGER	3.1	3.64	3	4.01	4.21	6.45	4.08												
PAPER MILL	3.92	3.73	3.2	3.49	4.18	5.92	2.32	3.83											
SHAMP	2.96	3	2.47	2.75	3.44	5.19	1.49	3.49	3.49										
NMS	3	3.03	2.5	2.79	3.48	5.23	1.52	3.52	3.52	0.04									
SMS	0.6	0.14	0.94	1.44	0.94	2.78	1.74	3.52	2.96	2.96	3								
WHS	2.46	2.5	1.96	2.25	2.94	4.69	1.4	5.05	3.62	2.37	2.41	2.54							
VOKE	1.62	0.99	1.34	0.42	0.88	2.62	1.72	4.2	3.65	2.93	2.97	1.13	2.46						
IAES	0.5	0.24	1.04	1.53	1.04	2.88	1.84	3.42	3.77	3.05	3.08	2.58	2.46	1.22					
PARKSIDE	0.42	1.01	0.24	1.26	1.46	3.71	1.35	2.85	3.67	2.59	2.62	1.04	2.08	1.44	0.8				
RUSSELL RD	3.6	3.33	3.32	2.39	2.09	2.63	3.7	6.18	5.62	4.91	4.95	3.68	4.44	2.34	3.59	3.42			
HEADSTART	3.04	3.12	2.65	2.37	3.57	5.4	1.65	5.28	3.7	0.16	0.12	3.14	2.55	3.12	3.24	2.74	5.11		
ST. MARY'S	0.77	1.02	0.36	0.85	1.47	3.3	0.88	3.34	2.78	2.11	2.14	1.04	1.6	1.02	1.14	0.57	3.01	2.26	

HS to City line .92

CARRY OVER INSTRUCTIONS - City Departments

1 Regardless of source of funding, OPEN/BLANKET purchase orders will not be carried over. Purchase orders to be carried over MUST be for a specific purchase/invoice and for a specific dollar amount.

2 Copies of bills for an open purchase order must be submitted with carry over list. Only exact amounts will be carried over.

3 All purchase orders opened prior to this fiscal year (FY10) that are not designated to be carried over will be closed unless a detailed written explanation is included.

4 Personal service carryovers must include employee name, employee number and amount. This list must be on a separate worksheet.

5 A separate list must be submitted for each department and/or fund. Only one (1) Department and one (1) Fund per sheet.

6 Each sheet (department/fund) should be totaled.

7 E-mail your carry over lists to   m.daley@cityofwestfield.org

After you have e-mailed your carry over list(s), please forward a copy SIGNED by the Department Head.

CARRY OVER LIST PER DEPARTMENT / FUND

FISCAL YEAR　2012

DEPT NAME & NUMBER:

Total Carry Overs This Page

AUDITOR'S USE ONLY

AUDIT - GENERAL FUND

Vendor Name	Org #	Object #	Proj #	Contract #	PO#	Vendor/ Employeer #	Current Balance on PO	Amt to be Carried Over	Total	Notes
Total Account		520000						0.00		
Total Account		540000							0.00	
TOTAL CARRY OVERS GENERAL FUND - AUDITING							0.00	0.00	0.00	

7/3/2012

CARRY OVER LIST PER DEPARTMENT / FUND

FISCAL YEAR   2012

DEPT NAME & NUMBER:

Total Carry Overs This Page

AUDITOR'S USE ONLY

7/3/2012

AUDIT

Vendor Name	Org #	Object #	Proj #	Contract #	PO#	Vendor/ Employeer #	Current Balance on PO	Amt to be Carried Over	Total	Notes
PERSONAL SERVICE										
Total Account		51XXXX						0.00		
Total Account	51XXXX								0.00	
TOTAL CARRY OVERS PERSONAL SERVICE							0.00	0.00	0.00	

CARRY OVER INSTRUCTIONS- School Department

1 Regardless of source of funding, OPEN/BLANKET purchase orders will not be carried over. Purchase orders to be carried over MUST be for a specific purchase/invoice and for a specific dollar amount.

2 Copies of bills for an open purchase order must be submitted with carry over list. Only exact amounts will be carried over.

3 All purchase orders opened prior to this fiscal year (FY10) that are not designated to be carried over will be closed unless a detailed written explanation is included.

4 Personal service carryovers must include employee name, employee number and amount. This list must be on a separate worksheet.

5 A separate list must be submitted for each department and/or fund. Only one (1) Department and one (1) Fund per sheet.

6 Each sheet (department/fund) should be totaled.

7 E-mail your carry over lists to   m.daley@cityofwestfield.org

After you have e-mailed your carry over list(s), please forward a copy SIGNED by the Department Head.

FISCAL YEAR **2012**

DEPT NAME & NUMBER:

Total Carry Overs This Page

AUDITOR'S USE ONLY

School Department

Vendor Name	Org #	Object #	Proj #	Contract #	PO#	Vendor/ Employeer #	Current Balance on PO	Amt to be Carried Over	Total	Notes
Total Account		540000							0.00	
Total Account	520000							0.00		
TOTAL CARRY OVERS GENERAL FUND - AUDITING					0.00		0.00	0.00	0.00	

CARRY OVER LIST PER DEPARTMENT / FUND

FISCAL YEAR 2012

DEPT NAME & NUMBER:

School Department

Vendor Name	Org #	Object #	Proj #	Contract #	PO#	Vendor/ Employeer #	Current Balance on PO	Amt to be Carried Over	Total	Notes
PERSONAL SERVICE										
Total Account		51XXXX							0.00	
Total Account	51XXXX								0.00	
TOTAL CARRY OVERS PERSONAL SERVICE							0.00	0.00	0.00	

Total Carry Overs This Page

AUDITOR'S USE ONLY

7/3/2012

REQUEST FOR AN <u>APPROPRIATION</u> OF FUNDS

1. Enter Department name and complete Section B below.
2. Attach to letter to Mayor requesting funds.
3. Mayor completes Section A.
4. Mayor sends to Auditing for verification of balances/accounts.
5. Auditing approves funds and returns to Mayor.
6. Mayor forwards to City Clerk for City Council.
7. City Clerk verifies date voted by Council and forwards to Mayor for final approval.

Reminder: No letters to Mayor will be accepted without this form.

Department Name _____

A. <u>From:</u>   **TO BE DETERMINED BY THE MAYOR**

Name of Account _____

Account Number _____

Amount _____

B. <u>To:</u>   **REQUEST OF DEPARTMENT**

Name of Account _____

Account Number _____

Amount _____

                                                          Date:

Verified by Auditor: _____ _____

Approved by Mayor: _____ _____

Voted by Council: _____ _____

Approved by Mayor: _____ _____

                                             Auditor 8/1/07

REQUEST FOR A <u>TRANSFER</u> OF FUNDS WITHIN A DEPARTMENT

1. Complete form.
2. Attach to letter to Mayor requesting transfer approval.
3. Mayor sends to Auditing for verification of balances.
4. Auditing approves funds and returns to Mayor.
5. Mayor forwards to City Clerk for City Council.
6. City Clerk verifies date voted by Council and forwards to Mayor for final approval.

Reminder: No letters to Mayor will be accepted without this form and no transfers will be forwarded to City Council without this form attached.

Department Name _____

From:

Name of Account _____

Account Number _____

Amount _____

To:

Name of Account _____

Account Number _____

Amount _____

Date: _____

Verified by Auditor: _____

Approved by Mayor: _____

Voted by Council: _____

Approved by Mayor: _____

Auditor 8/1/07

DEPARTMENTAL RECEIPTS – process in MUNIS

Receipts should be deposited as soon as received unless secured in a vault or fireproof safe/cabinet. At the very least deposits should be processed once a week. The date on the schedule generated by Munis should be the date of deposit. If you have a Schedule of Department Payment form and it doesn't seem as if any of your accounts are applicable, please call the Auditor's office for a new <u>Charge Code</u>.

<u>Miscellaneous Receipts (non-receivables)</u>
The Miscellaneous Receipts screen is used to record non-receivable payments for items such as fines, fees, grant checks, donations etc. Charge Codes must already exist for the different items whose payments are being collected. Business License Receipts are considered miscellaneous receipts and are processed the same as other miscellaneous receipts.

<u>Permit and Code Receipts</u>
The receipt process in the Permit and Code Module is through an Application Process. See Appendix G-1 for an in-depth process.

Payment Entry

<u>How to Start a Batch</u>

Select Add-Batch from the tool bar or under the Edit function.

Field	Description
Entry Date	Default
Clerk	Default
Receipt Option	The default is 0-No Receipts. If you wish to print receipts choose one of the Other options.
Department	Default
Batch Number	Default
Deposit Number	Leave blank
Interest Effective Date	Default
Year/Period	Default; should match the entry date.

Press "Enter" to start the first payment.

<u>How to Enter a Payment</u>

Select option from side bar: misc receipt.

Receipt	Default
Loc/Dept	Enter the department description or department number; Help is available at F9.
Customer	Default of "0". The word "CUSTOMER" defaults in on the next line.
Paid By	If you wish to reference a particular person or business, use this field. Using ALL CAPS type in the name you wish. You can do a "find" on this field.
Parcel	Leave blank
Charge Code	Use correct charge code from your old schedule of departmental payment to Treas.
Charge Description	Defaults in from charge code.
Quantity	Use $ (dollar amount) of receipt.
Price	Default of "1" from charge code.
Total Amount	Defaults in from Quantity x Price. Should be amount of receipt.
Cash Account	Defaults in; do not change.
G/L Payment Allocation	Defaults in from charge code; can be changed but shouldn't be without discussion with Auditor's office.
Receipt Total Customer Total	No access to these fields.

Second Screen: Apply Payment

Last Recpt for Cust?	Will the customer be paying another bill or is he finished for day? This lets you keep a running total for customer so that he can pay a total amount at end of the transactions. If "N", you must continue with the same customer until finished and enter "Y" here.
Payment Method	Check, cash, credit card, multiple. Help available at F9. If multiple used a Payment Method screen displays to record payment methods .
Check/Reference #	If applicable, the check or credit card number.
Addl Payment Ref.	Enter any additional payment references here.
Receipt Option	Defaults in from batch header but can be overridden. If "0", when you enter you will be automatically be brought to "Effective Date" as next entry. If used other than "0", you will move to the next line to describe the format.
Indv.Receipt Format	Choose the appropriate format.
Printer	Defaults to your printer if you are printing. Help
Print GL Accounts?	Do you want GL Account printed on receipt
Validate?	Enter "N".
Effective Date	The date the receipt is effective.
Total This Receipt	Gives the total amount of current receipt you are processing.
Total for Customer	Gives the total amount of all receipts paid by this customer during this transaction
Reference	Leave blank
Paid by Customer #	Defaults from Payment Entry Screen.
Paid by Reference	Defaults to first 20 characters of "Customer Name" field; can be overridden.
Total Remitted	Defaults to amount of receipt but can be overridden if customer has change due. Enter the amount of cash you receive here. If "Payment Method" is 9 you cannot access this field.
Change Due	If you entered an amount of cash in "Total Remitted", then the change due will automatically calculate.
Correct?	Is the information correct?

Payment Proof

This report is used to proof released and unreleased batches. There is no option to post the journal entries. Here you can select batches from a given entry date or range, by department, by clerk, or by batch number.

Select Find from the tool bar or under the Edit function.

Batch Type	Do you want to process "P"ayment, "R"efunds, "R"eversals, "T"ransfer, or "W"riteoffs.
Batch Status	"R"eleased or "U"nreleased?
Include Receipt detail?	Enter "Y" to include receipt detail on each receipt; "N", not to.
Batch Entry Date	User may select a specific date, a range, or leave blank for all dates.
Department	The department code or leave blank for all departments.
Clerk	A specific clerk ID, or leave blank for all.
Batch Number	When you use this field during a "Find", enter a specific batch number or range of batch numbers to be processed or leave blank for all.
Deposit Number	When you use this field during a "Find", enter a specific deposit number or range of deposit numbers to be processed or leave blank for all.

When you find the batch (es) you are looking for select the "Output" function. A screen will display with different options regarding how to print your report. It really doesn't matter how you print it; this report is for you. Hit "enter" and the report will print on your default printer. You should receive 5 different reports as part of this proof:

Payments Journal Proof Batch Summary – Shows batch information such as number of batches and number of receipts and total dollar amount for all batches.

Payments Journal Proof Miscellaneous Cash Receipts – Shows Customer Names, Charge Codes, and GL Accounts.

Payments Proof Charge Distribution Summary – Shows A/R Codes totals with detailed Charge Codes.

Payments Journal Proof Account Distribution Summary – Shows General Ledger Journal Entries.

Please check these reports and make sure all information is correct and totals are all the same. After verification then exit this menu.

Schedule of Departmental Payments (exhibit R-1; R-2)

This program prints a report of miscellaneous revenues received, sorted by Department Code. You can opt to see records still in proof, or posted (history) records.

Select "Define" from the left menu.

Payment Record Type	Determines which records are selected for the report, Proof or History.
Clerk ID	The range of clerk ID's to include in report.
Receipt Date	The input receipt date range. Accepts any valid date. Defaults to today's date.
Receipt Number	The range of receipt numbers to include in report.
Loc/Department	The valid Department Code or leave blank for all.
Reference Number	A user-assigned reference number that prints on line 3 of the report.
Report Date	The user-assigned date that prints on line 3 of report.
GL Acct Summary by Department	Enter "Y".
GL Acct Summary at End of Report	Enter "Y".

After you establish what report you are running, you choose "Select" from the left menu. After your records are selected, "Output". This is the document your department head will sign. You will then bring your funds to the Treasurer's office where this document will be signed by someone there and this schedule will be copied – original to Treasurer, 1 copy to department, and 1 copy delivered to the Auditor's office and filed.

Once you have printed your "Schedule of Departmental Payments to Treasurer" you will need to return to the "Payment Entry" screen. At this point you will bring up your batch(s) to be released.

Select "Output-Rel" from the left menu. A number of print options will appear on a screen, for example, Include payment details for each receipt. You may choose whichever reports you wish. A report will print and then you will be asked to "Release this batch?" If everything is correct, (which it should be as you have already printed your deposit), then simply say "Yes." From this point on, you will not be allowed to enter/correct/change this batch. Any corrections will have to be done through the Treasurer's office.

RETURNED CHECKS

If a vendor returns a City of Westfield check with a current fiscal year date, please fill out and sign form "Vendor (City of Westfield) Check to be Voided" (exhibit R-4) and deposit with the City Treasurer.

If the money being returned is applicable to a prior fiscal year, do not attempt to deposit these funds into your current budgetary accounts. Please use the payment entry function with the charge code of Prior Year Revenues. If you don't currently have that charge code, call the Auditor's office and we will add it. There are a couple of exceptions to this so if you have any questions, please call the office.

If a company owes us a refund and they send their own check, please fill out "Expended Return" form (exhibit R-3) and deposit with the Treasurer. The same rules stated above follow with regard to prior year revenues.

If a payroll check is being voided, please fill out "Void/Cash Payment" form (exhibit PA-4) and deposit with the Treasurer.

REPORTS

There are a variety of reports that can be printed from Munis regarding your receipts. Eventually, we would like to use the information compiled from all revenues to generate fee increases and project budgetary needs specifically by revenue category.

WESTFIELD PUBLIC SCHOOLS

Superintendent of Schools
22 Ashley Street
Westfield, MA 01085
Telephone: (413) 572-6403
Fax: (413) 572-6518
E-mail: suptsofc@mail.ci.westfield.ma.us

Dr. Thomas Y. McDowell
Superintendent of Schools

<div style="border: 1px solid red; color: red;">
For questions regarding the processes for school department, contact the School Business Office for clarification.
</div>

TO: New Hourly Employees

FR: Dr. Thomas Y. McDowell
     Superintendent of Schools

RE: New Hire Procedures

Welcome to the Westfield Public Schools!

As a new employee, you are responsible for completing and returning all of the paperwork given to you by the Human Resources Office. Please be advised that you will not receive a paycheck until all of your paperwork has been completed and returned. If you have any questions regarding these forms, please contact the Human Resources Office at 572-6550 and/or the Benefits Office at 564-3176.

TIMECARDS

The Westfield Public Schools uses timecards to gather your weekly hours worked. You are required to complete and submit a timecard at the end of each week. You must fill out the timecard, sign it, and submit it to your immediate supervisor/principal for approval and signature. Please check with school office personnel for the correct procedure in your building regarding timecards (when they are due, where to turn them in, etc.). It is very important that this timecard be filled out correctly, as this is what generates your paycheck. If you have any questions regarding your work hours, hourly rate, and/or job title, please check with your immediate supervisor.

Please make sure that all time cards are filled out completely and accurately. We cannot stress enough the importance of this. Attached please find a sample timecard for you to use as a guide for completing your weekly timecard. You will be paid from the information that is found on your timecard. A timecard filled out incorrectly could result in your NOT being paid.

TIMECARDS (continued):
The following information must be on your timecard each week:

<u>Name</u> - Please print your name clearly. The name you put on your timecard should be the same name you submitted to the Human Resources Office when you were hired.

<u>Position</u>
Example: Secretary, Custodian, Paraprofessional, Substitute Paraprofessional, etc.

<u>School</u>

<u>Week Ending</u>
Use Friday date as the week ending date.

<u>Employee Number</u>
When you receive your first paycheck, you will find your employee number in the top left corner of your paycheck stub.

<u>Dates Worked</u>
Month, Day, and Year

<u>Hours Worked</u>
Time In and Time Out

<u>Total Hours Worked (at bottom of timecard)</u>
There are "code numbers" listed on the right-hand side of the timecard which should be used to record information for certain circumstances (i.e. vacation day, sick leave, holiday, personal day, etc.). You must write these codes on your timecard regarding any absence(s) you may have.

<u>Employee's Signature</u>

<u>Supervisor's Signature</u>

It is very important that your timecard is completed correctly. A timecard incorrectly filled out could result in any of the following:
1. An incorrect paycheck
2. No paycheck
3. Incorrect reporting of illness days, vacation days, etc.

PAYROLL   *Our P/R is BIWKly*
~~Our payroll runs one week behind the scheduled work week.~~ Paychecks are issued *every* ~~each~~ Friday and are distributed through the school offices. Please check with your ~~over~~ school office personnel for specific details.

PAYROLL (continued):

It is your responsibility to check your weekly paycheck stub and review your information (i.e. deductions, benefits, pay rate, absences). Please check your direct deposit paycheck stub as well. If you find any discrepancies, please contact the applicable office immediately. We have listed all of the telephone numbers at the end of this memo.

Please note that we do have "early" payrolls throughout the year. Each supervisor/principal is notified by memo as to when these payrolls occur. These are usually weeks prior to a Monday holiday and all holiday weeks such as Thanksgiving, Christmas, etc. Your timecard will need to be submitted early on those weeks. Please check with your supervisor/principal for directions. If you have any questions regarding your paycheck, please feel free to call the Payroll Office at 572-6434.

FORMS

In addition to indicating an absence on your timecard with a reason code, a form must be completed whenever you are absent from your building. Your supervisor/principal is responsible for authorizing any and all absences and to make sure that this information is reflected correctly on your timecard.

You are required to complete and Employee Reporting Form – Claim for Sick Leave form when you are absent.

We have attached the forms that you should use if needed. You may also get all of the necessary forms from your school's office personnel. If you have any questions about these forms, you should contact the Human Resources Office at 572-6550.

CHANGES

If you have an address change, name change, etc. you must communicate the change to your school office. Your school office will then communicate this to the Human Resources Office, who will then update your information in the computer. In closing, please remember that if you have any questions, help is just a telephone call away. Your school office personnel will be able to guide you and direct your calls.

Human Resources 572-6550
Benefits 564-3176
Payroll 572-6434
Business Office 572-6407

SAMPLE
Time Card

You must use codes as needed

Westfield Public Schools - Weekly Time Report

Employee : Name John Doe

School Moseley

Work Week Ending 5/19/06

Position Custodian

Day	Date	Clock Time In	Clock Time Out	Hrs	Min	Code #			Codes:	
Monday	5/15/2006	7:00	3:00	8					01 Illness	17 1/2 Vacation
Tuesday	5/15/2006	7:00	3:00	8		01			02 1/2 Illness	18 Jury Duty
									04 Wrk. Comp	20 Maternity N/S
Wednesday	5/15/2006	7:00	3:00	8					05 Wrk. Comp N/P	21 Maternity S
									06 Personal Day	22 Other
Thursday	5/15/2006	7:00	3:00	8						
Friday	5/15/2006	7:00	3:00	8						
Saturday										
Sunday										

John Doe
Employee's Signature

Mary Smith
Supervisor's Signature(Approved)

40 Regular Hours Total
_____ Overtime Hours Total
_____ Double Time Hours Total

Employee # 00000 Rate Per Hr. _____ Budget Code _____

5 Digit Employee Number
(Found on your paycheck)

On actual timecard there are many more codes — these are representative samples only.

Your signature here

Supervisor signs here

WESTFIELD PUBLIC SCHOOLS
22 ASHLEY STREET
WESTFIELD, MASSACHUSETTS

<u>VACATION REQUEST - CUSTODIANS</u>

Date:_____

FROM:_____ SCHOOL:_____

    TO: Stephen A. Hagen

    VIA: Business Manager

SUBJECT: REQUEST FOR VACATION

From:_____ to:_____

       Mo. Da.. Yr.   Mo.   Da.   Yr.

Other:_____

Total number of vacation days in above request:_____ days

Vacation entitlement:_____days

Vacation days used prior to above request:_____days

_____

Employee's Signature

<u>Do not write below this line.</u>***

Supervisor's recommendation:

      Vacation entitlement:_____days

Vacation used prior to this request:_____days

Approval by Senior Custodian for Westfield High, Vocational High and Middle Schools.

Senior's Approval:_____

_____
Principal's signature

_____
Business Manager's signature

_____
Steven A. Hagen
Human Resources Director

_____
Date

_____
Date

_____
Date

cc: Employee
       Payroll
       Senior Custodian
       Business Manager
       Principal

6/16/05

WESTFIELD PUBLIC SCHOOLS
22 ASHLEY STREET
WESTFIELD, MA 01085

WESTFIELD PUBLIC SCHOOLS CUSTODIANS ASSOCIATION

FROM:_____ SCHOOL/DEPT:_____

TO: Mr. Stephen A. Hagen, Director of Human Resources

VIA:_____, Principal/Supervisor

SUBJECT: Request for Temporary Leave of Absence on:_____

                                                          month   day   year

I am requesting a temporary leave of absence on the date noted above under the provision of the Working Agreement:

Article:_____   Section:_____   Number:_____

Facts or circumstances relative to this request are:

_____
· Employee's signature

_____
Business Manager's signature/recommendation

DATE:_____

_____
Principal's signature

_____
Stephen A. Hagen, Director of Human Resources

cc: Employee
    Payroll
    Senior Custodian
    Business Manager
    Principal

6/16/05

WESTFIELD PUBLIC SCHOOLS
22 ASHLEY STREET
WESTFIELD, MA 01085

WESTFIELD PUBLIC SCHOOLS CUSTODIANS ASSOCIATION

DATE:_____

FROM:_____ SCHOOL/DEPT:_____

TO: Mr. Stephen A. Hagen, Director of Human Resources

VIA: Business Manager

PLEASE VOID MY REQUEST FOR: VACATION   PERSONAL DAY
(Circle one)

on_____.

Signature:_____
(Employee)

Principal's signature:_____   Date:_____

Business Manager's signature:_____   Date:_____

Signature:_____   Date:_____
Stephen A. Hagen, Director of Human Resources

cc: Employee
    Payroll
    Senior Custodian
    Business Manager
    Principal

6/16/05

EMPLOYEE REPORTING FORM (*)
Claim for Sick Leave

_____   _____
Employee's Name   Address

_____
Position/Building Assigned

Please write out the following information in support of your Claim for Sick Leave.

1. Give date(s) of absence:_____

2. State the reason for absence(s):_____

   _____

3. Did a doctor attend you?_____ If so, give doctor's name and address:_____

   _____

4. Did you engage in any activity outside your home during your normal work day(s)?

   _____ If so, explain the reason and the activity?_____

5. In a planned absence did you report your expected absence in advance?_____

   Give date and time of report:_____

   How was the report made?_____

I affirm that my answers and statements above are true and will be relied upon by my Supervisor to determine the validity of my claim.

Employee's Signature:_____ Date:_____

TIME AND ATTENDANCE

1. Time Cards are to be filled out as usual by each hourly employee, signed and kept in your building.
2. Daily Attendance Sheet should be used to take the daily attendance in your building.
3. Substitutes will be reported via email to Kathleen Sixt + *Merry* (k.sixt@mail.ci.westfield.ma.us) in payroll and cc it to Chris Sadowski (c.sadowski@mail.ci.westfield.ma.us) in payroll as well. A form will be on the computer for you to fill out.
4. Forms must be received from all personnel who are absent for any reason. A copy of each form should be sent to the payroll office weekly attached to the Earnings Worksheet. You must also keep a copy of these forms in your building's files.
5. Review your weekly Earnings Worksheet issued by the Computer Center every week around Wednesday afternoon or Thursday morning to be sure no one is missing from your list or needs to be added to your list. If someone is new to your building and not on your list a Personnel Action Form must be completed on the person added to your building.
6. Check to be sure your Time Cards, weekly Earnings Worksheet and absence forms all match prior to sending the completed packet via interschool mail on Fridays. The Earnings Worksheet must be signed by the principal.
7. Paid Holidays have to be entered on each hourly person using pay type 500.
8. Non paid Holidays should be entered on each hourly person using Leave without Pay with a reason of holiday (39).
9. Attendance on Mondays cannot be started until after 1:00pm.

You will need to create in your building a "Job Pay" filing system for the weekly Time Cards, Earnings Worksheets and Forms. There will be on-site audits of this information and everything needs to match the payroll submitted for each week.

McCaskill

ACCRUALS

TYPES

VACATION
SICK
PERSONAL
LEAVE WITH PAY**
LEAVE WITHOUT PAY**

ACCRUAL TYPES **LEAVE WITH PAY AND **LEAVE WITHOUT PAY** HAVE TO BE RECORDED WITH A PERSONNEL REASON CODE.

PERSONNEL REASON CODES TO USE WITH LEAVE WITH PAY AND LEAVE WITHOUT PAY

Association Business/Union Business - 43
Bereavement- 50
Curriculum – 100
Family Illness – 18
Field Trip - 57
FMLA – non-pay - 112
Holiday – 39
Incentive Earned Day - 92
Jury Duty - 52
Maternity – non-pay – 103
Maternity – sick paid - 102
Military – 53
Non Pay - 126
Professional Development – 101
School Closing – 11
Testing - 58
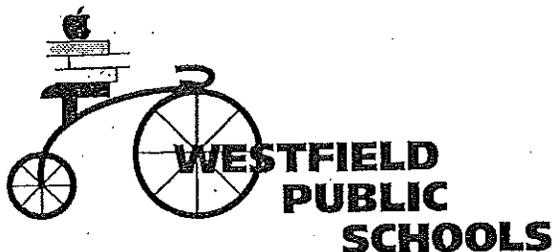
**WESTFIELD
PUBLIC
SCHOOLS**

Pamela J. Blair
Business Manager

To: All School Secretaries
From: Pamela J. Blair, Business Manager
Re: Reporting Substitutes
Date: March 27, 2006

As you are all well aware the conversion to our new MUNIS payroll system has resulted in some changes in how information is collected and communicated. In addition it has brought to the forefront some "housekeeping" issues that need to be addressed regarding the reporting of substitutes. The following information outlines the procedures that must be followed when submitting daily substitute information. Please review all of the sections carefully some information will be a review and some is new.

1. Daily sub lists should only have **daily** information on it – **one day one entry** and emailed to Kathleen Sixt and cc: to Chris Sadowski each day by noon . No accumulation of days! If a sub is in all week he/she must be listed **each day:** on Monday and then again on Tuesday, Wednesday, Thursday and Friday. The payroll office will total the number of days he/she worked.

2. Sub Nurses are Unit A (Teacher bargaining unit) and must be listed on the daily sheet sent to Kathleen each day.

3. Sub Aides are to fill out a time card when they work (not to be listed on the sheet). The time card must be received in Payroll each week by Friday at 10:00am. If the time card is not received by 10:00am the sub will not be paid until the following week. The time card submission day will only change when there is an early payroll and you will be notified

4. Use the employee number on all substitutes and alphabetize the list of names.

5. Pay close attention to who is working as a substitute in your building to assure that the information you are emailing daily is up-to-date and accurate.

6. Changes/Corrections should be indicated only under the CORRECTIONS section on the next day's emailed submission. Any changes/corrections for Friday must go under the CORRECTIONS section on the next weeks Monday emailed sheet.

7. Review your daily emailed submission form to be sure it does not include information left over from the prior days submissions, please pay close attention to the CORRECTIONS section.

8. If you have a long term substitute in your building and there is a substitute in for the long term sub please be sure to highlight this information on your emailed daily sheet. Payroll will do a "Time and Attendance" entry for their absence.

9. All Professional Development/Grant substitute information should continue to be submitted the same as now; on the yellow form with time cards attached and sent to the Grants office.

10. Remember to send an email even if you do not have any substitutes in your building stating "NO SUBS TODAY."

11. If a person in your building is going to be out on an extended leave, please be sure the individual contacts Human Resources with the planned dates for their leave.

We have included an updated daily submission form; we have added columns which will be used by the payroll office only (this form will be emailed to you by Chris Sadowski for you to save to your desktop). If you need assistance saving this form to your desktop please contact the Business Office and we can arrange training for you.

In addition, we have included an updated list of the substitutes currently active in MUNIS, including their employee numbers.

As always, if you have any question please contact the Payroll Office at ext. 6434. Thank you for your assistance with this as well as all of your efforts with Time and Attendance – Job Pay.

PLEASE ADD THIS TO YOUR TIME AND ATTENDANCE – JOB PAY BINDER.

cc: Human Resources
    All Principals
    Payroll

School: _____

TODAYS DAY AND DATE: _____

*In T+A	*In SS	EMPOYEE NUMBER	**PAY Type	Sub Last Name	Sub First Name	Date Worked	5 DAY 1 DAY	Teacher Name Name (Last Name First)
		SUB TEACHER:						
		XXXXX		XXXXXXX	XXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX
		XXXXX		XXXXXXX	XXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX
		XXXXX		XXXXXXX	XXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX
		XXXXX		XXXXXXX	XXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX
		XXXXX		XXXXXXX	XXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX
		XXXXX		XXXXXXX	XXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX
		XXXXX		XXXXXXX	XXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX
		XXXXX		XXXXXXX	XXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX
		XXXX		XXXXXXX	XXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX
		XXXX		XXXXXXX	XXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX
		XXX		XXXXXXX	XXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX
		CORRECTIONS						
		XXXXX		XXXXXXX	XXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX
		XXXX		XXXXXXX	XXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX
		XXX		XXXXXXX	XXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX

EMAIL DAILY TO KATHLEEN SIXT
WITH A CC TO CHRIS SADOWSKI

VERY IMPORTANT
ALL PROFESSIONAL DEVELOPMENT AND CURRICULUM SUBS GO ON YELLOW GRANT FORM WITH TIME CARD
DO NOT PUT THEM ON THIS FORM!

*Columns "In T+A, In SS and Pay Type" for Payroll Office Use only.
Please note:
ONLY PUT ON DAILY SUB INFORMATION, IF A CORRECTION NEEDS
TO BE MADE YOU PUT IT ON THE BOTTOM OF THE NEXT DAY UNDER CORRECTIONS
EMAIL SHEET EVEN IF YOU DO NOT HAVE SUBS - TYPE "NO SUBS TODAY"!!!

*GO INTO THE COLUMN AND TYPE OVER THE XXXXX

*Pay Type Totals

*Pay Type Totals	152
	153
	154
	155
	156
	160
	161
	163
	165
	235

TEACHERS ABSENCE SHEET FOR
PROFESSIONAL DEVELOPMENT SUBSTITUTES ONLY

THIS SHEET MUST BE SUBMITTED *WITH* TIMECARDS

All Timecards Must Have Supervisory Signature Prior to Submission, and all Professional Development Sub Timecards *Must* be at the Grants Office by Thursday Afternoon.

School Name: _____

Grant Name	Emp #	Teacher's Name	Dates Absent	# of Days	Blue Slip	Reason	Substitute Teacher	# of Days Worked

4/17/2012

MEMOS

Katie Isernio

From:	Chris Sadowski [c.sadowski@mail.ci.westfield.ma.us]
Sent:	Tuesday, November 08, 2005 4:05 PM
To:	Sandy Matyseck (s.matyseck@mail.ci.westfield.ma.us); Barbara Andrews (b.andrews@mail.ci.westfield.ma.us); Becky Decker (b.decker@mail.ci.westfield.ma.us); Jessica LaPanne (j.lapanne@mail.ci.westfield.ma.us); Laurel Worden (l.worden@mail.ci.westfield.ma.us); Marie Popielarski (m.popielarski@mail.ci.westfield.ma.us)
Cc:	'Katie Isernio'; 'Pam Blair'; 'Merry Towse'; 'Kathleen Sixt'

Subject: Job Pay

11/8/05
Here are a few things to remember regarding job pay. Print this email, 3 hold punch and put in your folder.

1. Parent Teacher Conferences and sub is needed. Teacher attendance would be put in as "Leave with Pay" with a reason of 100 Curriculum Development. This is not an absence.
2. Leave with Pay for reason of Professional Development is not an absence.
3. Holiday pay type is not an absence.

All the above please put "no" for absence.

Any questions regarding the above please call.

Chris
Payroll

WESTFIELD PUBLIC SCHOOLS

Pamela J. Blair
Business Manager

To: All Elementary School Secretaries
From: Katie Isernio, Business Office
Re: MUNIS System – Time and Attendance
Date: November 3, 2005

As you are well aware the school department is in the process of converting payroll to the Job Pay – Time and Attendance module in the MUNIS system. There are some personnel whose weekly schedule is divided among more than one school therefore we have assigned a "home school" for Time and Attendance purposes. (The check location school [where you pick up your check] can be different from the assigned "home school"). This "home school" is for attendance purposes.

Please review the enclosed information regarding the Art, Music, Health and Physical Education personnel. We have indicated their schedules and the assigned "home school". If your school is listed as the "home school" you will be responsible for tracking the Time and Attendance of the personnel indicated. If your school is not the "home school" but the person is scheduled in your building and if they are absent from your building for any reason then you must call the home school indicated and report the absence. The Art, Music, Health and Physical Education personnel should continue with the current procedure and make the necessary call to report the absence from the school they are scheduled to be working in on the day of their absence.

We have also enclosed for your use a list of Substitutes who are currently in the MUNIS system. **Please use the substitute's employee number when completing any and all information on substitutes.**

Thank you for your cooperation with this procedure if you have any questions please feel free to call me.

cc: Steve Hagen, Human Resources
    Chris Sadowski, Payroll

Katie Isernio

From: Jessica LaPanne [j.lapanne@mail.ci.westfield.ma.us]

Sent: Tuesday, December 06, 2005 11:42 AM

To: 'secretaries@mail.ci.westfield.ma.us'

Cc: 'Chris Sadowski'; 'k.sixt@mail.ci.westfield.ma.us'; 'Merry Towse'; 'Pam Blair'; 'Katie Isernio'; 'Jim stucenski'

Subject: Sending Email Attachments

Hi Everyone,

I'm emailing this information to you because we've come across an issue when sending email attachments, specifically the daily attendance to the payroll department. What seems to be happening is people are attempting to send an attachment without having Microsoft Outlook opened first. The email seems as though it's going through, when in fact it's sitting in the Outbox until Microsoft Outlook is opened. Once Outlook is opened the message is sent, which could be minutes or hours from when the actual email was created.

What I think is happening is people are opening the daily attendance spreadsheet, making the changes, and clicking the "email" icon in the toolbar. This is ok to do as long as Microsoft Outlook is opened first. If Outlook is not opened, the message will sit in the Outbox until it is opened.

The best way to avoid this from happening is to open up Outlook first, create your email, then attach the document you want to send. You can attach a document by using the "paper clip" icon located next to the "send" icon when creating a new email message. You then search for your document under "Look In", so you must know where you saved your document (ex: desktop, my documents, etc).

I would be happy to stop by and help anybody who feels they need assistance. Please call me with any questions or concerns.

Jessica LaPanne
Westfield Computer Center
Phone: 572.6565
Fax: 572.6292

12/6/2005

UNIT A TCHR

UNIT A CHEAT SHEET - TEACHER   PAY TYPE 100 - BASE SALARY

SICK DAYS   PAY TYPE 481 - SICK - SCHOOL DAILY RATE
                     Entitled to 15 days per contract year.

                     After 5 consecutive working days of illness, a doctor's note can be requested.

                     Half time teacher entitled to 7.5 days per contract year.

PERSONAL DAYS   PAY TYPE - 491 - PERSONAL - SCHOOL DAILY RATE

                     Allowed 2 per contract year. A personal day will not be approved the day before or the day after
                     A holiday or vacation.

BEREAVEMENT   *PAY TYPE - 421 - LEAVE W/PAY - SCHOOL DAILY RATE
                     *PAY TYPE - 422 - LEAVE W/O PAY - SCHOOL DAILY RATE

                     5 days in the event of spouse, parent or child.

                     3 days in event of other members of the teacher's family or person as close as family.

FAMILY / SERIOUS ILLNESS   *PAY TYPE 421 LEAVE W/PAY - SCHOOL DAILY RATE
                            *PAY TYPE 422 LEAVE W/0 PAY - SCHOOL DAILY RATE

                     5 days at one time requiring bedside care or household attention by the teacher or the
                     teacher's spouse; child or parent.

                     3 days (at superintendent's discretion) requiring bedside care or household attention
                     of the teacher's family or persons who are as close as family.

* Pay types 421 & 422 also need a Reason Code

If in doubt regarding any benefit please call the Human Resources office for clarification at 6550.

WESTFIELD PUBLIC SCHOOLS
UNIT A – ATTENDANCE/ABSENTEE REPORT

Name: _____ Position _____ Emp# _____ Date _____

School/Department: _____ Grade: _____

Dates(s) of absence (s): _____

Check reason for absence:
*A1( ) Religious
    ( ) Personal (If 1st day is for May or June OR 2nd day is anytime enclose confidential note to principal)
    ( ) Legal
    ( ) Business
    ( ) Household
    ( ) Family Matter
    ( ) Medical
*A2( ) Professional Development (See note below)
*A3( ) Association Business
*A4( ) Legal proceedings relative to teacher's employment or required by law to be a witness
 A5( ) Bereavement (Indicate relationship)
 A6( ) Family Illness (Bedside care for immediate family)
*A7( ) Military Duty
 A8( ) Jury Duty (Attach copy of jury duty notice)

Other-Please specify:_____

*Must have prior approval of superintendent of schools or his/her designee.
Please note: If you are requesting reimbursement, submit at least 10 working days in advance of date, attach copy of registration,, and fill out the following information for approval. If approved, proper reimbursement forms must be filled out and submitted.

	Amount	Approved	Not Approved	Signature
Registration cost:	_____	_____	_____	_____
Lodging:	_____	_____	_____	_____
Mileage:	_____	_____	_____	_____
Meals:	_____	_____	_____	_____
Substitute:	_____	_____	_____	_____
Miscellaneous:	_____	_____	_____	_____
TOTAL COST:	_____	_____	_____	_____

Individual Professional Development Plan (attached) _____
Specify goals request addresses _____

UNIT A SIGNATURE: _____ DATE: _____

Recommended: Yes: _____ No: _____

Principal/supervisor signature: _____ Date _____

Superintendent/designee signature: _____ Date: _____

Attention: FOR PERSONAL ILLNESS, PLEASE USE EMPLOYEE REPORTING FORM CLAIM FOR SICK LEAVE

FOR OFFICE USE ONLY – FUNDING SOURCE – LEA _____, GRANTS _____, OTHER _____

Form updated: 12/22/05
Dr. T. Y. McDowell

UNITD PRIN NAVC

—

UNIT B CHEAT SHEET   PAY TYPE 100 - BASE SALARY

SICK DAYS   PAY TYPE 481 SICK - SCHOOL DAILY RATE
Work 199 days   Entitled to 16 days per contract year.
                  After 5 consecutive working days of illness, a doctor's note can be requested.

Work 199 days   Entitled to 17 days per contract year. (Voke & High school asst. principals)
but less than   After 5 consecutive working days of illness, a doctor's note can be requested.
220

                  Half time teacher entitled to 7.5 days per contract year.

PERSONAL DAYS   PAY TYPE 491   PERSONAL - SCHOOL DAILY RATE

                  Allowed 2 per contract year. A personal day will not be approved the day before or the day after a holiday
                  or vacation.

BEREAVEMENT * PAY TYPE 421 LEAVE W/PAY - SCHOOL DAILY RATE
              * PAY TYPE 422 LEAVE W/O PAY - SCHOOL DAILY RATE

              5 days in the event of spouse, parent or child.

              3 days in event of other members of the teacher's family or person as close as family.

FAMILY / SERIOUS ILLNESS * PAY TYPE 421 LEAVE W/PAY - SCHOOL DAILY RATE
                          *PAY TYPE 422 LEAVE W/O PAY - SCHOOL DAILY RATE

              5 days at one time requiring bedside care or household attention by the teacher or the teacher's
              spouse, child or parent.

              3 days (at superintendent's discretion) requiring bedside care or household attention of the teacher's
              family or persons who are as close as family.

*PAY TYPES 421 AND 422 ALSO NEED A REASON CODE
If in doubt regarding any benefit please call the Human Resources office for clarification at 6550.

WESTFIELD PUBLIC SCHOOLS
UNIT B – ATTENDANCE/ABSENTEE REPORT

Name: _____ Position _____ Emp# _____ Date _____

School/Department: _____ Grade: _____

Dates(s) of absence (s): _____

Check reason for absence:

*A1( ) Religious
 ( ) Personal (If 1st day is for May or June OR 2nd day is anytime enclose confidential note to principal)
 ( ) Legal
 ( ) Business
 ( ) Household
 ( ) Family Matter
 ( ) Medical
*A2( ) Professional Development (See note below)
*A3( ) Association Business
*A4( ) Legal proceedings relative to teacher's employment or required by law to be a witness
 A5( ) Bereavement (Indicate relationship)
 A6( ) Family Illness (Bedside care for immediate family)
*A7( ) Military Duty
 A8( ) Jury Duty (Attach copy of jury duty notice)

Other-Please specify:_____

*Must have prior approval of superintendent of schools or his/her designee.
Please note: *If you are requesting reimbursement, submit at least 10 working days in advance of date, attach copy of registration, and fill out the following information for approval. If approved, proper reimbursement forms must be filled out and submitted.*

	Amount	Approved	Not Approved	Signature
Registration cost:				
Lodging:				
Mileage:				
Meals:				
Substitute:				
Miscellaneous:				
TOTAL COST:				

Individual Professional Development Plan (attached) _____
Specify goals request addresses _____

UNIT A SIGNATURE: _____ DATE: _____
▪▪▪

Recommended: Yes: _____ No: _____

Principal/supervisor signature: _____ Date _____

Superintendent/designee signature: _____ Date: _____
▪▪▪

Attention: FOR PERSONAL ILLNESS, PLEASE USE EMPLOYEE REPORTING FORM CLAIM FOR SICK LEAVE

FOR OFFICE USE ONLY – FUNDING SOURCE – LEA _____, GRANTS _____, OTHER _____

Form updated: 12/22/05
Dr. T. Y. McDowell
 4/17/2012

WESTFIELD PUBLIC SCHOOLS
22 ASHLEY STREET
WESTFIELD, MASSACHUSETTS

NON-CONTRACT PERSONNEL

DATE:_____

FROM:_____SCHOOL/DEPT._____
              (Name)

TO: Mr. Stephen A. Hagen, Director of Human Resources

VIA:_____, PRINCIPAL/SUPERVISOR

SUBJECT: Request for Temporary Leave of Absence on _____.
                                                  Date

I am requesting a temporary leave of absence on the date noted above. Facts or circumstances relative to this request are:

_____
Employee's Signature

_____   _____
Principal/Supervisor's Signature & Recommendation   Date

_____   _____
Mr. Stephen A. Hagen, Director of Human Resources   Date

cc: Employee
    Payroll
    Principal/Supervisor

UNIT B AIDES

PAY TYPE 101 - HOURLY

SICK DAYS

PAY TYPE 400 - SICK

Earn 1.25 days each month. New hires must work 30 calendar days from start date before they can be compensated for time off.

Absence form must be completed.

PERSONAL DAY

PAY TYPE 405 - PERSONAL - HOURLY

1 per contract year. Personal day before or after a holiday needs approval by HR prior to taking day.

BEREAVEMENT

*PAY TYPE 403 - LEAVE W/PAY HOURLY OR 404 LEAVE W/O PAY - HOURLY

5 days in event of spouse, parent, child or stepchild.

3 days brother, sister, grandparents, immediate in-laws, aunt or uncle.

SERIOUS ILLNESS

*PAY TYPE 403 - LEAVE W/PAY HOURLY OR 404 LEAVE W/O PAY - HOURLY

3 days per year requiring bedside or household attention by aide, aide's parent, child or spouse.

IN ORDER TO BE ELIGIBLE FOR HOLIDAY PAY AN AIDE/UNIT D EMPLOYEE MUST WORK THE REGULARLY SCHEDULED DAY BEFORE AND AFTER THE HOLIDAY, UNLESS EXCUSED FOR A BONA FIDE REASON (i.e Illness)

If in doubt regarding any benefit please call the Human Resources office for clarification at 6550.

* Aides work 6 hours per day.

* Pay types 403 and 404 also need a Reason Code

OVER

HOLIDAYS
PAY TYPE - 500 - HOLIDAY HOURLY

The following days are considered holidays and will be compensated at the employees' regular pay under following conditions:

A.   If the holiday falls on Saturday and school is closed on Friday because of the holiday, and such holiday falls within the work week.

B.   If the holiday falls on Sunday and school is closed on Monday because of the holiday, and if the holiday falls within the work week.

C.   If the holiday falls on Monday through Friday and school is closed, and if the holiday falls within the work week.

Martin.Luther King Day   Columbus Day
Good Friday   Veterans Day
Memorial Day   Thanksgiving Day
Labor Day   Day after Thanksgiving

In order for an employee to be eligible for holiday pay, the employee must work the full regularly scheduled work day immediately prior to the holiday and also must work the full regularly scheduled day immediately after the holiday, unless excused for a bona fide reason.

WESTFIELD PUBLIC SCHOOLS
22 ASHLEY STREET
WESTFIELD, MASSACHUSETTS

AIDES - UNIT D

DATE:_____

FROM:_____SCHOOL/DEPT._____
　　　　　　　(Name)

TO: Mr. Stephen A. Hagen, Director of Human Resources

VIA:_____, PRINCIPAL/SUPERVISOR

SUBJECT: Request for Temporary Leave of Absence on _____
　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　Date

I am requesting a temporary leave of absence on the date noted above under the working provisions of the Westfield Education Association - Unit D Working Agreement:

　　Article:_____Section:_____ Number:_____

Facts or circumstances relative to this request are:

_____
Employee's Signature

_____　　　　_____
Principal/Supervisor's Signature & Recommendation　　　　Date

_____　　　　_____
Mr. Stephen A. Hagen, Director of Human Resources　　　　Date

cc: Employee
　　　Payroll
　　　Principal/Supervisor

CUSTODIANS

SICK DAYS   PAY TYPE - 400 - SICK HOURLY

Entitled to 18 sick days per contract year. If hired after July 1st of any given year will earn 1.5 sick days per month. Must work 30 calendar days after start date to be eligible. After 5 consecutive days of illness, a doctor's note can be requested.

PERSONAL DAYS   PAY TYPE 405 - PERSONAL HOURLY

Allowed 2 per contract year. A personal day will not be approved the day before or the day after a holiday or vacation.

Can earn a 3rd personal day (attendance day) if not absent due to illness between January 1st and June 30th or July 1st and December 31st.

BEREAVEMENT   *PAY TYPE - 403 - LEAVE W/PAY HOURLY OR
                  *PAY TYPE - 404 - LEAVE W/O PAY HOURLY

5 days in event of spouse, parent, child or stepchild.

3 days brother, sister, grandparents, immediate in-laws, near relatives residing in house-hold.

FAMILY ILLNESS   *PAY TYPE - 403 - LEAVE W/PAY - HOURLY OR
                  *PAY TYPE - 404 - LEAVE W/O PAY - HOURLY

5 days a year for SERIOUS illness with appropriate medical documentation from doctor.

If in doubt regarding any benefit please call the Human Resources office for clarification at 6550.
*PAY TYPES 403 AND 404 ALSO NEED A REASON CODE CUSTODIANS WORK 8 HOURS A DAY

HOLIDAYS

PAY TYPE - 500 - HOLIDAY HOURLY

For the purposes of this AGREEMENT, the following days will be considered holidays, providing, however, that these are days on which there is no school:

NEW YEAR'S DAY
MARTIN LUTHER KING DAY
WASHINGTON'S BIRTHDAY
PATRIOT'S DAY
MEMORIAL DAY
INDEPENDENCE DAY

LABOR DAY
VETERAN'S DAY
THANKSGIVING DAY
DAY AFTER THANKSGIVING
COLUMBUS DAY
CHRISTMAS DAY

In the event that the day after Thanksgiving is a holiday, so that no employees in the school system will be working, it will also be considered a holiday for Custodians.

WESTFIELD PUBLIC SCHOOLS
22 ASHLEY STREET
WESTFIELD, MASSACHUSETTS

VACATION REQUEST - CUSTODIANS

Date:_____

FROM:_____ SCHOOL:_____

    TO: Stephen A. Hagen

    VIA: Business Manager

SUBJECT: REQUEST FOR VACATION

    From:_____ to:_____

          Mo. Da.. Yr.   Mo. Da. Yr.

    Other:_____

Total number of vacation days in above request:_____ days

        Vacation entitlement:_____days

Vacation days used prior to above request:_____days

_____
Employee's Signature

.Do not write below this line.***

Supervisor's recommendation:

    Vacation entitlement:_____days

Vacation used prior to this request:_____days

Approval by Senior Custodian for Westfield High, Vocational High and Middle Schools.

    Senior's Approval:_____

_____   _____
Principal's signature   Date

_____   _____
Business Manager's signature   Date

_____   _____
Steven A. Hagen   Date
Human Resources Director

cc: Employee
        Payroll
        Senior Custodian
        Business Manager
        Principal

WESTFIELD PUBLIC SCHOOLS
22 ASHLEY STREET
WESTFIELD, MA 01085

WESTFIELD PUBLIC SCHOOLS CUSTODIANS ASSOCIATION

FROM:_____ SCHOOL/DEPT:_____

TO: Mr. Stephen A. Hagen, Director of Human Resources

VIA:_____, Principal/Supervisor

SUBJECT: Request for Temporary Leave of Absence on:_____

                                                       month   day   year

I am requesting a temporary leave of absence on the date noted above under the provision of the Working Agreement:

Article:_____ Section:_____ Number:_____

Facts or circumstances relative to this request are:

_____
Employee's signature

_____
Business Manager's signature/recommendation

DATE:_____

_____
Principal's signature

_____
Stephen A. Hagen, Director of Human Resources

cc: Employee
    Payroll
    Senior Custodian
    Business Manager
    Principal

6/16/05

WESTFIELD PUBLIC SCHOOLS
22 ASHLEY STREET
WESTFIELD, MA 01085

WESTFIELD PUBLIC SCHOOLS CUSTODIANS ASSOCIATION
(VOID REQUEST)

DATE:_____

FROM:_____ SCHOOL/DEPT:_____

TO: Mr. Stephen A. Hagen, Director of Human Resources

VIA: Business Manager

PLEASE VOID MY REQUEST FOR: VACATION .   PERSONAL DAY
<div align="center">(Circle one)</div>

on_____.

Signature:_____
<div align="center">(Employee)</div>

Principal's Signature:_____

Date:_____

Business Manager's Signature:_____

Date:_____

Signature:_____
Stephen A. Hagen, Director of Human Resources

cc: Employee
    Payroll
    Senior Custodian
    Mr. R. Daley
    Principal

03/23/04

SECRETARIES

SECRETARY CHEAT SHEET   PAY TYPE - 101 ~OURLY

SICK DAYS   PAY TYPE - 400 - HOURLY

10 month   15 days per contract year from official first day of school year. If newly hired after the first day of
                school year will earn 1.5 days per month after 30 calendar days. (Illness form must be completed).

12-month   18 days per contract year. If newly hired after the first of the fiscal year will earn 1.5 days per month
                after 30 calendar days. (Illness form must be completed).

PERSONAL DAYS - PAY TYPE - 405 - PERSONAL HOURLY

                2 per contract year. Should be requested in writing along with reason.

BEREAVEMENT - *PAY TYPE - 403 - LEAVE W/PAY HOURLY OR 404 LEAVE W/O PAY HOURLY

                5 days in event of spouse, parent or dependent child.

                3 days in event of other members of the employee's family or (at the discretion of the superintendent)
                persons as close as family.

FAMILY /SERIOUS ILLNESS - *PAY TYPE - 403 - LEAVE W/PAY HOURLY OR 404 LEAVE W/0 PAY HOURLY

                5 days per year requiring bedside or household attention of spouse, parent or dependent child.

                3 days per year requiring bedside or household attention to other members of employee's
                family or (at the discretion of the superintendent) persons as close as family.

If in doubt regarding any benefit please call the Human Resources office for clarification at 6550.
*PAY TYPES 403 AND 404 ALSO NEED A REASON CODE
SECRETARIES WORK 7 HOURS PER DAY.

4/17/2012   OVER   B-2   Page 32 of 39

HOLIDAYS

PAY TYPE - 500 - HOLIDAY - HOURLY

All employees in the fifty-two (52) week group shall receive their regular compensation for each of the following days off:

New Year's Day	Labor Day
Martin Luther King Day	Columbus Day
Washington's Birthday	Veteran's Day
Patriot's Day	Thanksgiving Day
Memorial Day	Day After Thanksgiving
Independence Day	Christmas Day

If a holiday falls on Saturday or Sunday, the employees shall be compensated with a day off during the work week, providing, however, that the school is not in session. Employees in the forty (40) week group shall receive their regular compensation for any holidays that fall within the work week. If neither Christmas Day nor the consecutive New Years Day fall within a work week, the forty (40) week employees shall receive compensation for (1) of those holidays as designated by the School Department.

Westfield Public Schools
22 Ashley Street
Westfield, Massachusetts

VACATION REQUEST - SECRETARIES

Date: _____

_____ _____ _____
Employee # Employee Name Department

To: Mr. Stephen A. Hagen, Director of Human Resource

Via: _____ Principal/Supervisor

Subject: Request for Vacation

From: _____ to _____
Mo. Day Yr. Mo. Day Yr.

Other: _____

Vacation Entitlement: _____ days

Vacation days used prior
to above request: _____ days

Total Number of day in request: _____ days

Balance: _____ days

_____
Employee's Signature

Do not write below this line :**

Vacation Entitlement: _____ days

Vacation days used prior to above request: _____ days

_____
Principal/Supervisor's Signature & Recommendation

_____ _____
Steven A. Hagen Date
Human Resources Director

cc: Employee
Payroll
Principal/Supervisor

SECRETARY

WESTFIELD PUBLIC SCHOOLS
22 ASHLEY STREET
WESTFIELD, MASSACHUSETTS

Date:_____

FROM:_____, School/Dept:

TO: Mr. Stephen A. Hagen, Director of Human Resources

VIA:_____, Principal/Supervisor

SUBJECT: REQUEST FOR TEMPORARY LEAVE OF ABSENCE ON: _____
                                                           Date

I am requesting a temporary leave of absence on the date noted
above under the provisions of the Secretaries Working Agreement:

    Article:_____   Section:_____   Number:_____

Facts or circumstances relative to this request are:

_____
Secretary's Signature

_____   _____
Principal/Supervisor's Signature & Recommendation   Date

_____   _____
Stephen A. Hagen, Director of Human Resources   Date

cc: Employee
     Payroll

PERSONNEL ACTION Form

WESTFIELD PUBLIC SCHOOLS

22 Ashley Street
Westfield, MA 01085
Telephone: (413) 572-6550
E-mail: s.hagen@mail.cl.westfield.ma.us

Stephen A. Hagen
Director of Human Resources

January 5, 2006

TO: Principals/Supervisors/Administrators

FR: Steve Hagen, Director of Human Resources

RE: NEW "PERSONNEL ACTION FORM"

As you are aware we are in the process of converting to Job Pay on the MUNIS system. To facilitate this procedure a "Personnel Action Form" has been created. **The form is to be used for all personnel changes in every building.** For example: name and/or address changes, new hires, maternity leaves (both when employee will go out and when employee will return), transfers from part time to full time (any change in FTE), transfers from one building to another, hiring long term subs (teacher/aide), and resignations (verbal or written).

The following is the correct procedure for using this form:

1. The top part is to be completed by the principal or supervisor.
2. If completed by a supervisor the building principal must sign off on the form.
3. If a new hire, the Reference Check Form should be attached to the Personnel Action Form.
4. The PAF is then sent to the Human Resources office. This will take the place of the "letter of recommendation".
5. **No new hires or transfers will start in any position until they have been officially appointed by the superintendent (letter from his office).**
6. **No new hires will start until all paperwork is completed and returned to the Human Resources and the Benefits office.**
7. All new hires will be paid a week behind.

<u>This is effective immediately. Please discard</u> any other Personnel Action Forms you may have received prior to the one enclosed. This is the only PAF that will be accepted by the Human Resource office, all others will be returned. If you have any questions or concerns please feel free to call my office.

SAH/bjm
Enclosures

cc: Pam Blair, Business Manager
    School Secretaries
    Supervisors

WESTFIELD PUBLIC SCHOOLS
PERSONNEL ACTION FORM
Please check all that apply and attach documentation   DATE:_____

New Hire	Maternity Leave	Long Term Sub	Resignation
Transfer	Job Change	Name/Address Change	Reactivate

Last Name:_____First Name:_____MI:_____

Address:_____City:_____State:_____

Phone:_____Job Title:_____ Effective Date:_____

New Position: YES_____ NO_____ previously held by:_____

Department:_____School:_____

Regular Education:_____ Special Education:_____ Title I: _____ Bilingual:_____

Grant Funded: YES_____ NO_____ NOT SURE:_____

Supervisors Signature:_____ Principals Signature:_____

HUMAN RESOURCE USE ONLY

Retirement	Salary Change	Reinstatement	Termination
Reactivate	Suspension	Benefits Change	

Emp. Number:_____   S.S#_____

Job Title:_____ Job Class Code:_____ Work location:_____

Gr/Bu: _____ Pay Frequency: W   M   Q

ORG: _____ OBJ: _____ PROJ _____ FT: _____PT:____Check Location: _____

Birth date:_____ Hire date:_____ Service date:_____ Perm date: _____

Orig Hire: _____ Gender: M F   Marital Status:_____

Grade/Step:_____Salary:_____ Hourly:_____ Daily:_____

Risk Code: _____ EEO Code: _____ EEO Func: _____

Pay Type: _____ Position Control: _____ Start Date: _____ End Date: _____

Benefits: YES _____ NO _____ Stipend: YES_____NO____ Amt._____ Longevity_____

Reason for salary change: _____

_____

_____ Director of Human Resources _____ Date

City of Westfield

Payroll Change

Personnel Action Form
(Benefits Office use only)

DATE: _____

1100 MEDICARE   YES (default)   if hire date prior to 03/31/1986 then NO

2920 OBRA (circle one):   Yes   No

RETIREMENT

713___	CITY	%	712___	Teacher	%	
7182	CITY 30+	2%	7172	Teacher 30+	2%	

3000 Fed Tax (circle one):   Married   Single   Accruals:

    No. dependents_____   Start date:_____

    Fed Calc _____   Sick amount:_____

    Fed Calc+ _____   Personal amount:_____

    Fed Fixed _____   Family illness:_____

                                             Bereavement:_____

4000 State Tax (circle one):   Married   Single

    No. dependents_____

    State Calc _____

    State Calc+ _____

    State Fixed _____

Deductions start date:_____

Health Insurance (non taxable)

8112	HMO –IND
8113	HMO – FAM
8117	Blue Choice – IND
8118	Blue Choice – FAM
8132	Blue Care Elect – IND
8133	Blue Care Elect - FAM

Dental Insurance (non taxable)

8150	Dental – IND
8151	Dental – FAM

Life Insurance

8027	BASIC Monthly
8220	ELO
8221	ELO Monthly
8227	VTL

Other Deductions:

    Type: _____   Amount: _____   Reason: _____

    Type: _____   Amount: _____   Reason: _____

    Type: _____   Amount: _____   Reason: _____

PAYROLL GENERAL WORK SCHEDULE

MONDAY:
Balancing time and attendance information to complete the payroll.
Run Sub information and check for duplicate entries.
Time and Attendance report by pay types for each lor .tion needs to be printed, signed by our Business Manager/Business Manager Asst and copied.
Payroll needs to be at the City Auditor's office by 1:00 on every other Monday.
Start Payroll Process for next payroll.
Review and enter sub information received from Schools/ASEOP daily.

TUESDAY:
Begin gathering information for next payroll and what needs to be done.
Answer questions from Auditing regarding the payroll that went over Monday.
Off Duty and Park and Recreation Billing.
Employment Verifications, Projects and extra work that needs to be done.
Any work created by our Business Office and Human Resource Office.
Other duties such as Retirement applications, Research Paperwork, filing, etc.
Review and enter sub information received from Schools/ASEOP daily.

WEDNESDAY:
Emptying tubs of last payroll and getting tubs organized for next payroll.
Master Changes can be made for next payroll after previous payroll is generated.
Payroll Sheets completed. These would be done for Step Increases, LWOP, New Hire, any Master changes needed.
Receiving payroll from Computer Center for signature of School Committee for release of checks on Friday.
Running totals for Grants, Title I, etc.
Review and enter sub information received from Schools/ASEOP daily.

THURSDAY:
Copy Payroll to send to City Hall for release of checks.
Posting Extra Money. (grants, Overtime, Off Duty and Park & Recreation)
Check time and attendance entries made by schools.
Calculations for payroll changes done by Admin Assistant must be in auditing by 1:00 pm on the Thursday before the Monday the payroll is due.
Review and enter sub information received from Schools/ASEOP daily

FRIDAY:
Continue Posting time cards extra money, etc.
Receive Payroll information from Schools
Enter extra money information to Earnings Worksheets for balancing
Review and enter sub information received from Schools/ASEOP daily

Notes:
The above is a general work schedule.
Many situations/interruptions come up from within and outside the school department that need to be addressed in a timely manner.

PAYROLL CLERK'S DUTIES

The Payroll Clerks verify the following information each payroll
a. Pay type used
b. Entry daily or hourly
c. Verifying days or hours
d. Verifying Dates
e. Collecting and verifying form used for absence.
f. Reason code for LWP and LWOP.
g. Time card verification
h. Totaling hours and days by pay types
i. Running reports by pay types and amounts each biweekly payroll

Clerk #1 Duties for Payroll
- Collecting ASEOP information from schools listed below.
- Attaching the Substitutes to the attendance by the schools listed below.
- Balancing the information between ASEOP and time and attendance daily.
- Collecting forms for absences and verifying information in time and attendance.
- Check attendance for accuracy. Dates/Pay types, etc. for the schools listed below.
- Collecting, checking and filing of time cards for schools listed below
- End of Year/Long Term Sub Teachers back to regular subs in Munis
- Entering new substitute teachers in Munis
- Off Duty:
  - Invoicing
  - Deposits
  - Payments
  - Spreadsheet for Auditing
  - Gathering, organizing and filing all information from school department payroll for Off Duty

School Responsible for:
a. Abner Gibbs
b. Juniper Park
c. Paper Mill
d. North Middle
e. Westfield High School
f. IRC

All time cards for extra time, etc are entered by Clerk #1 for the above schools.

Clerk # 2 Duties for Payroll
- Collecting ASEOP information from schools listed below.
- Attaching the Substitutes to the attendance by the schools listed below.
- Entering attendance for Administration Office
- Balancing the information between ASEOP and time and attendance daily
- Collecting forms for absences and verifying information in time and attendance.
- Check attendance for accuracy. Dates/Pay types, etc. for the schools listed below.
- Collecting, checking and filing of time cards for schools listed below
- Employment Verifications
- Run Payroll total reports for Administrative Offices
- Prepare payroll for School Committee and Business Manager Signatures to go over to auditing to release the checks.
- Payroll transfers and Payroll Maintenances
- Summer Program
    - Master Changes
    - Time and Attendance
    - Balancing

Schools Responsible for:
a. Early Childhood/Fort Meadow
b. Franklin Avenue
c. Highland
d. Munger Hill
e. Southampton Rd
f. South Middle
g. System
h. Administration
i. Maintenance
j. WVTHS
k. Leave Without Pay (attendance entries need to be made)

All time cards for extra time, etc are entered by Clerk #2 for the above schools.

Duties as Administrative Assistant

Supervise and support two employees in the payroll department in receiving time and attendance in 17 locations involving accruals and possible changes regarding an employee's pay status.

Work with City Auditing Department to insure accuracy in the payroll

Work and meet with Administration regarding payroll changes, budgeting and procedures.

Work with Benefits Coordinator to insure accuracy in the payroll

Organization of all letters and Personnel Action Forms received from the Human Resource Office.

Work closely with the Human Resource Department regarding situations involving accruals, hiring, transfers, etc.

Correspondence to school offices regarding the payroll schedule or changes to procedure.

Contractual Obligations regarding payroll situations for the following groups: Unit A, Unit B, Unit D, Personal Contracts, Principals, Non contracts, Custodians, Secretaries, Cafeteria Workers, School Committee.

All payroll changes that may require a calculation done by a payroll sheet or spreadsheet which is checked and verified by our City Auditor's Office are as follows.

- New Hires
- Transfers
- Calendar Staff
- Carryover
- Contractual Increases
- Verification of work days
- Payroll Corrections
- Extra Curricular Payments
- Coach Payments

- Setting up Lump Sum
- Stipends for Unit A, Unit D per contracts
- Degree Changes
- Longevity changes
- Step Increases
- Retirement Paperwork including MTRB application
- Severance payments
- Settlement payments
- Long Term Substitutes 31st and 92nd day payment changes
- Stipends
- Unit D vacation pay out and Longevity
- 10 Month Secretary Vacation pay out
- Non pay days
- Voids and Cash payments

Any other duties given by administration

PAYROLL PROCEDURE

First Week of the biweekly payroll:
- A Batch is opened in the Munis System and attendance is entered by secretary in school building daily by noon each day
- An Aseop Report is faxed over daily with substitute information
- Sub Aide time cards sent to payroll as soon as they receive them
- Substitutes are attached to attendance information in the batch. This is done the by the clerk in payroll.
- All information is checked by Payroll office daily and balanced daily
- End of week the following is received from the schools to the payroll office:
    - Time cards in alphabetical order for the week
    - Copies of Forms for absences in alphabetical order
    - Alphabetical listing of employees in their building
    - Pay type report printed with their attendance for the week signed by
    - the Principal/Supervisor of their building/office

- The above information should be verified and accurate when sent to payroll.

- Payroll clerk responsible for their schools will check and make sure all information is correct and accurate. See Duties attached.

- Payroll Clerks add any extra money in time and attendance for the staff in the schools they are responsible for.

Second Week of the biweekly payroll:
- Stay in the same batch opened in the first week and continue to enter attendance by noon each day.
- An Aseop Report is faxed over daily with substitute information
- Sub Aide Time Cards sent to payroll as soon as they receive them
- Substitutes are attached to attendance information in the batch. This is done the by the clerk in payroll.
- All information is checked by payroll office daily and balanced daily
- End of week the following is received from the schools to the payroll office:
    - Time Cards in alphabetical order for the week
    - Copies of Forms for absences in alphabetical order
    - Alphabetical Listing of employees in their buildings
    - Pay Type Report Printed with their attendance for the week signed by the Principal/Supervisor of their building/office.

CONTINUED PAYROLL PROCEDURES

- The above information should be verified and accurate when sent to payroll.

- Payroll clerk responsible for their schools will check and make sure all information is correct and accurate. See Duties attached.

- Payroll Clerks add any extra money in time and attendance each week for staff in the schools they are responsible for.

This new report is the final report that will need to be signed by our Business Manager/Business Manager Assistant.

The Administrative Assistant will create a batch for payroll sheets and spreadsheets for situations that caused a calculation

Each report should be labeled with the school name and school code.
The reports are copied for payroll file.
Originals are put in numerical order and sent over to the City Auditor's Office

TIME AND ATTENDANCE

Time Cards
Time Cards are to be filled out completely with employee numbers by each hourly employees including substitute aides and signed by Principal or Principal's designee and sent to payroll office in alphabetical order each week. Check your time cards to make sure filled out properly with proper dates, etc and check against your list of employees who are hourly and make sure you have one filled out by each hourly employee each week.

Time cards for professional development or grants need to go to the proper office for approval before coming to payroll.

Time cards for Substitute Aides should match your Substitute Daily sheet emailed daily by noon each day to your payroll clerk. If you have no substitute aides please send your daily sheet with "NO SUBS TODAY". We need to receive a sheet each day.

ALL TIME CARDS ARE FILLED OUT AND SIGNED BY THE EMPLOYEE. NO ONE SHOULD BE FILLING IN TIME CARDS FOR ANYONE ELSE UNLESS IT'S AN EMERGENCY SITUATION.

Absences
Absences should be put into time and attendance batch by noon each day. One day one entry, for daily absences no accumulation of days!

Attendance on the first Monday of the biweekly schedule cannot be started until you get the notice from the computer center.

Paid Holidays have to be entered in time and attendance on all hourly employees by using pay type 500. Please use your cheat sheet in your time and attendance book for the paid holiday in each bargaining group.

A form must be filled out for all personnel who are absent for any reason. . Original form goes to Human Resource with a copy to payroll and a file copy should always remain in the school building. All requests should be filled out prior to the absence and signed by the Supervisor/Principal unless the employee is ill or there has been an emergency situation. The proper form should be used for your bargaining group and it should be filled out completely and signed by your Supervisor or Principal. The payroll copy should be sent to the payroll office with payroll each Friday.

All absences more than five days require a doctor's note. It is the person and the school's responsibility to make sure a note is received and forwarded to Jane Wood in Benefits Office.

SUBSTITUTES
Substitute Teachers will be reported by ASEOP and an ASEOP sign in sheet should be faxed to payroll no later than noon each day.

Substitute Aides need to be recorded on the Substitute Daily Sheet emailed to Payroll Clerk with a copy to Chris Sadowski each day. Substitute Aides need to fill out a time card for their work that day.

Personnel Action Form

Any changes for personnel please fill out a *Personnel Action Form* and forward to Human Resources. This includes LONG TERM SUB TEACHERS!   Make sure PAF has start date and teacher/nurse replacing. A PAF also should be done on the teacher going out on a LOA with reason, etc. When that teacher returns another PAF should be done with day returned from LOA.

Run your alphabetical listing of employees in Munis filtering by location. Check over your alphabetical listing each week and add any new employees not listed and cross out employees no longer in your building but still in Munis at your location.

A copy of your pay type report signed by your supervisor/principal and absent forms in alphabetical order should be filed in your school office in case of an on-site audit or questions by Human Resource or Payroll.

SICK DAYS   PAY TYPE 481 - SICK - SCHOOL DAILY RATE

Entitled to 15 days per contract year.

After 5 consecutive working days of illness, a doctor's note can be requested.

Half time teacher entitled to 7.5 days per contract year.

PERSONAL DAYS   PAY TYPE - 491 - PERSONAL - SCHOOL DAILY RATE

Allowed 2 per contract year. A personal day will not be approved the day before or the day after A holiday or vacation.

BEREAVEMENT   *PAY TYPE - 421 - LEAVE W/PAY - SCHOOL DAILY RATE
        *PAY TYPE - 422 - LEAVE W/O PAY - SCHOOL DAILY RATE

5 days in the event of spouse, parent or child.

3 days in event of other members of the teacher's family or person as close as family.

FAMILY / SERIOUS ILLNESS   *PAY TYPE 421 LEAVE W/PAY - SCHOOL DAILY RATE
        *PAY TYPE 422 LEAVE W/0 PAY - SCHOOL DAILY RATE

5 days at one time requiring bedside care or household attention by the teacher or the teacher's spouse, child or parent.

3 days (at superintendent's discretion) requiring bedside care or household attention of the teacher's family or persons who are as close as family.

* Pay types 421 & 422 also need a Reason Code

If in doubt regarding any benefit please call the Human Resources office for clarification at 6550.

UNIT B CHEAT SHEET   PAY TYPE 100 - BASE SALARY

SICK DAYS   PAY TYPE 481 SICK - SCHOOL DAILY RATE
Work 199 days   Entitled to 16 days per contract year.
                   After 5 consecutive working days of illness, a doctor's note can be requested.

Work 199 days   Entitled to 17 days per contract year. (Voke & High school asst. principals)
but less than   After 5 consecutive working days of illness, a doctor's note can be requested.
220

                   Half time teacher entitled to 7.5 days per contract year.

PERSONAL DAYS   PAY TYPE 491 PERSONAL - SCHOOL DAILY RATE

                   Allowed 2 per contract year. A personal day will not be approved the day before or the day after a holiday
                   or vacation.

BEREAVEMENT * PAY TYPE 421 LEAVE W/PAY - SCHOOL DAILY RATE
             * PAY TYPE 422 LEAVE W/O PAY - SCHOOL DAILY RATE

                   5 days in the event of spouse, parent or child.

                   3 days in event of other members of the teacher's family or person as close as family.

FAMILY / SERIOUS ILLNESS * PAY TYPE 421 LEAVE W/PAY - SCHOOL DAILY RATE
                          *PAY TYPE 422 LEAVE W/O PAY - SCHOOL DAILY RATE

                   5 days at one time requiring bedside care or household attention by the teacher or the teacher's
                   spouse, child or parent.

                   3 days (at superintendent's discretion) requiring bedside care or household attention of the teacher's
                   family or persons who are as close as family.

*PAY TYPES 421 AND 422 ALSO NEED A REASON CODE
If in doubt regarding any benefit please call the Human Resources office for clarification at 6550.

AIDE/UNIT D CHEAT SHEET   PAY TYPE 101 - HOURLY

SICK DAYS

PAY TYPE 400 - SICK
Earn 1.25 days each month. New hires must work 30 calendar days from start date before
they can be compensated for time off.
Absence form must be completed.

PERSONAL DAY

PAY TYPE 405 - PERSONAL - HOURLY
1 per contract year. Personal day before or after a holiday needs approval by HR prior to
taking day.

BEREAVEMENT

*PAY TYPE 403 - LEAVE W/PAY HOURLY OR 404 LEAVE W/O PAY - HOURLY
5 days in event of spouse, parent, child or stepchild.

3 days brother, sister, grandparents, immediate in-laws, aunt or uncle.

SERIOUS ILLNESS

*PAY TYPE 403 - LEAVE W/PAY HOURLY OR 404 LEAVE W/O PAY - HOURLY
3 days per year requiring bedside or household attention by aide, aide's parent,
child or spouse.

IN ORDER TO BE ELIGIBLE FOR HOLIDAY PAY AN AIDE/UNIT D EMPLOYEE MUST WORK
THE REGULARLY SCHEDULED DAY BEFORE AND AFTER THE HOLIDAY, UNLESS EXCUSED
FOR A BONA FIDE REASON (i.e illness)

If in doubt regarding any benefit please call the Human Resources office for clarification at 6550.

Aides work 6 hours per day.
* Pay types 403 and 404 also need a Reason Code

OVER

HOLIDAYS
PAY TYPE - 500 - HOLIDAY HOURLY

The following days are considered holidays and will be compensated at the employees' regular pay under following conditions:

A. If the holiday falls on Saturday and school is closed on Friday because of the holiday, and such holiday falls within the work week.

B. If the holiday falls on Sunday and school is closed on Monday because of the holiday, and if the holiday falls within the work week.

C. If the holiday falls on Monday through Friday and school is closed, and if the holiday falls within the work week.

Martin Luther King Day
Good Friday
Memorial Day
Labor Day

Columbus Day
Veterans Day
Thanksgiving Day
Day after Thanksgiving

In order for an employee to be eligible for holiday pay, the employee must work the full regularly scheduled work day immediately prior to the holiday and also must work the full regularly scheduled day immediately after the holiday, unless excused for a bona fide reason.

SICK DAYS   PAY TYPE - 400 - SICK HOURLY

Entitled to 18 sick days per contract year. If hired after July 1st of any given year will earn 1.5 sick days per month. Must work 30 calendar days after start date to be eligible. After 5 consecutive days of illness, a doctor's note can be requested.

PERSONAL DAYS   PAY TYPE 405 - PERSONAL HOURLY

Allowed 2 per contract year. A personal day will not be approved the day before or the day after a holiday or vacation.

Can earn a 3rd personal day (attendance day) if not absent due to illness between January 1st and June 30th or July 1st and December 31st.

BEREAVEMENT   *PAY TYPE - 403 - LEAVE W/PAY HOURLY OR
    *PAY TYPE - 404 - LEAVE W/O PAY HOURLY

5 days in event of spouse, parent, child or stepchild.

3 days brother, sister, grandparents, immediate in-laws, near relatives residing in household.

FAMILY ILLNESS   *PAY TYPE - 403 - LEAVE W/PAY - HOURLY OR
    *PAY TYPE - 404 - LEAVE W/O PAY - HOURLY

5 days a year for SERIOUS illness with appropriate medical documentation from doctor.

If in doubt regarding any benefit please call the Human Resources office for clarification at 6550.

*PAY TYPES 403 AND 404 ALSO NEED A REASON CODE CUSTODIANS WORK 8 HOURS A DAY

OVER

HOLIDAYS

PAY TYPE - 500 - HOLIDAY HOURLY

For the purposes of this AGREEMENT, the following days will be considered holidays, providing, however, that these are days on which there is no school:

NEW YEAR'S DAY
MARTIN LUTHER KING DAY
WASHINGTON'S BIRTHDAY
PATRIOT'S DAY
MEMORIAL DAY
INDEPENDENCE DAY

LABOR DAY
VETERAN'S DAY
THANKSGIVING DAY
DAY AFTER THANKSGIVING
COLUMBUS DAY
CHRISTMAS DAY

GOOD FRIDAY

In the event that the day after Thanksgiving is a holiday, so that no employees in the school system will be working, it will also be considered a holiday for Custodians.

SECRETARY CHEAT SHEET   PAY TYPE - 101 HOURLY

SICK DAYS   PAY TYPE - 400 - HOURLY

10 month   15 days per contract year from official first day of school year. If newly hired after the first day of school year will earn 1.5 days per month after 30 calendar days. (Illness form must be completed).

12 month   18 days per contract year. If newly hired after the first of the fiscal year will earn 1.5 days per month after 30 calendar days. (Illness form must be completed).

PERSONAL DAYS - PAY TYPE - 405 - PERSONAL HOURLY

          2 per contract year. Should be requested in writing along with reason.

BEREAVEMENT - *PAY TYPE - 403 - LEAVE W/PAY HOURLY OR 404 LEAVE W/O PAY HOURLY

          5 days in event of spouse, parent or dependent child.

          3 days in event of other members of the employee's family or (at the discretion of the superintendent) persons as close as family.

FAMILY /SERIOUS ILLNESS - *PAY TYPE - 403 - LEAVE W/PAY HOURLY OR 404 LEAVE W/0 PAY HOURLY

          5 days per year requiring bedside or household attention of spouse, parent or dependent child.

          3 days per year requiring bedside or household attention to other members of employee's family or (at the discretion of the superintendent) persons as close as family.

If in doubt regarding any benefit please call the Human Resources office for clarification at 6550.
*PAY TYPES 403 AND 404 ALSO NEED A REASON CODE
SECRETARIES WORK 7 HOURS PER DAY.

OVER

HOLIDAYS

PAY TYPE - 500 - HOLIDAY - HOURLY

All employees in the fifty-two (52) week group shall receive their regular compensation for each of the following days off:

New Year's Day

Martin Luther King Day

Washington's Birthday

Patriot's Day

Memorial Day

Independence Day

Labor Day

Columbus Day

Veteran's Day

Thanksgiving Day

Day After Thanksgiving

Christmas Day

Good Friday

If a holiday falls on Saturday or Sunday, the employees shall be compensated with a day off during the work week, providing, however, that the school is not in session. Employees in the forty (40) week group shall receive their regular compensation for any holidays that fall within the work week. If neither Christmas Day nor the consecutive New Years Day fall within a work week, the forty (40) week employees shall receive compensation for (1) of those holidays as designated by the School Department.

City of Westfield Investment Policy

1) Objective

The purpose of this investment policy is to set general guidelines for the investment of the City of Westfield's available general, enterprise and capital project funds in a manner that ensure the following.

2) Legal Requirements

Massachusetts General Laws Chapter 44, section 55B requires that all funds of the City which are not required to be kept liquid for purposes of immediate distribution shall be invested at the highest possible rate reasonably available, taking into account safety, liquidity and yield.

Chapter 44 section 55 limits the investment options which are legal for municipal Treasurers to the following:

- Certificates of Deposits with a maturity of less than one year, issued by national commercial banks, savings banks or cooperative banks

- Money Market Deposit accounts from national commercial banks, savings banks or cooperative banks

- Repurchase Agreements with a maturity of less than 90 days issued by a bank and secured by a US Government or Agency obligation

- Pooled Investment Fund (MMDT) operated under the authority of the State Treasurer

- US Treasury instruments or US Government Agency obligations with a maturity of less than one year

In addition, Chapter 44, section 55A provides that a municipal Treasurer can not be held personally liable for loss of money due to a bank failure as long as that bank is Massachusetts chartered or a national bank doing business in Massachusetts. This effectively precludes the use of out of state banks for any investment purposes.

3) Investing Guidelines

A) Diversification – The City of Westfield currently diversifies its investments by the following institutions:

Bank of America – Taxes, Water, Sewer, Gas & Electric and other receivables
Eastern Bank – Bond and BAN fund accounts
MMDT – Various accounts, i.e.; Stabilization, Conservation, Building Insurance,
          G&E Depreciation, CPA and other accounts
Banknorth – CD and Money Market Investment Account
Other Accounts – Trust Accounts, Student Activity Accounts and miscellaneous bank accounts

B) Selection of Banks for Investments – It is the responsibility of the Treasurer to maintain a thorough knowledge of the banks that the City of Westfield has funds invested. This is achieved by the review of bank ratings, periodic discussions with bank representatives regarding their financial position, newspaper articles and in discussions with other Treasurers during Treasurer/Collector Association meetings. Emphasis is placed on a bank's financial statistics reported independently by private bank rating agencies.

C) Investment Size and Collateralization – The amount of available funds the City of Westfield has in its possession at any one time makes it impractical to invest in banks and maintain the advantage of FDIC insurance. Currently, Massachusetts is one of four or fewer states that have no legal requirement for collateralizing public deposits. Until adoption of such legislation, the Treasurer will provide as much security as possible for the City of Westfield's bank investments through the prudent selection process described in paragraphs (A) and (B).

D) Utilization of State Treasurer's Investment Pool – The Massachusetts Municipal Depository Trust (MMDT) combines the funds of Massachusetts public units and invests on their behalf in short-term instruments of the US Treasury and Government Agencies and large corporations and financial institutions, thus offering investors such as the City of Westfield the opportunity to earn yields through a professionally managed fund.

Dated: 1/2/08

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CITY OF WESTFIELD

Post-Issuance Tax Compliance Procedures For Tax-Exempt Obligations and Other Tax-Benefited Obligations

I. Introduction

These post-issuance compliance procedures of the City of Westfield, Massachusetts (the "City")
are designed to provide for the effective management of the City's post bond issuance compliance
program for tax-exempt and other tax-benefited bonds in a manner consistent with state and
federal laws applicable to such obligations.

II. Post-Issuance Tax Compliance

The Treasurer of the City shall be the primary bond compliance officer responsible for each
issuance by the City of tax-exempt (or otherwise tax-benefited) bonds, notes, financing leases, or
other obligations (herein, collectively referred to as "bonds"). All information related to each
bond issue and the facilities, equipment and other assets financed by such issue shall be
maintained by or on behalf of the Treasurer and the actions taken under subsections A through C
of this Section II shall be taken by or on behalf of the Treasurer by the Treasurer or such other
officers or employees of the City as appropriate, including but not limited to, the Treasurer and
the City Auditor.

A. Tax Certificate and Continuing Education

1. *Tax Certificate* - A Tax Certificate is prepared for each issuance of Bonds. Immediately
    upon issuing any bonds, the Treasurer, in conjunction with the City's bond counsel and
    financial advisor, shall review the Tax Certificate and make notes regarding specific
    compliance issues for such bond issue on the Post-Issuance Compliance Notes form at

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Exhibit A. The Tax Certificate and Notes shall clearly define the roles and responsibilities relating to the ongoing compliance activities for each bond issue and will identify specific compliance requirements.

2. *Continuing Education* - The Treasurer will actively seek out advice of bond counsel on any matters that appear to raise ongoing compliance concerns and may attend or participate in seminars, teleconferences, etc. sponsored by organizations such as the Massachusetts Collector-Treasurer Association and the Massachusetts Government Finance Officers Association that address compliance issues and developments in the public finance bond arena. In addition, national organizations such as the Securities Industry and Financial Markets Association (SIFMA) and the National Association of Bond Lawyers (NABL) offer numerous training opportunities and materials which may be useful to the Treasurer.

B. Tax-Exempt Bonds Compliance Monitoring

1. *Restrictions against Private Use* – The Treasurer will continuously monitor the expenditure of bond proceeds and the use of facilities or equipment financed or refinanced with bonds to ensure compliance with Section 141 of the Internal Revenue Code (the "Code") which generally establishes limitations on the use of bond-financed facilities by non-state or local governmental entities, such as individuals using bond-financed assets on a basis other than as a member of the general public, corporations and the federal government and its agencies and instrumentalities.

   a. *Use of Bond Proceeds* – The Treasurer will monitor and maintain records with respect to expenditures to ensure that bond proceeds are being used on capital expenditures for governmental purposes in accordance with the bond documents and document the

allocation of all bond proceeds. Such monitoring is required not only for tax-exempt bonds, but also for tax credit bonds.

b. *Use of the Bond-Financed Facility or Equipment*

i. **Equipment assets financed with bonds** will be listed in a schedule for each bond issue, which schedule may be included in the Tax Certificate. Equipment assets generally are not to be disposed of prior to the earlier of (a) the date the bonds and all subsequent refundings of such bonds are fully paid, or (b) the end of the useful life of such equipment. The Treasurer will maintain the list of all bond-financed equipment for each bond issue, together with the equipment's expected useful life.

ii. **Constructed or acquired assets financed with bonds** – in order to ensure that assets constructed or acquired using bond proceeds, such as infrastructure assets, are not leased, sold or disposed of prior to the end of the term of the bonds and of all subsequent refundings of such bonds:

- Any asset constructed or acquired with bond proceeds shall be flagged in the City's records, and

- These projects will be monitored by the Treasurer.

iii. If there is any proposal to change the use of a bond-financed facility from a governmental purpose to a use in which a private entity may have the use or benefit of such a facility on a basis that is different from the rest of the general public, the Treasurer will consult with bond counsel <u>prior</u> to the occurrence of the proposed change in use.

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2. *Qualification for Initial Temporary Periods and Compliance with Restrictions against Hedge Bonds*

   a. *Expectations as to Expenditure of "New Money" Bond Proceeds*

      i. In order to qualify under the arbitrage rules for an initial temporary period of 3 years for "new money" issues during which bond proceeds can be invested without regard to yield (but potentially subject to rebate), the City must reasonably expect to spend at least 85% of "spendable proceeds" by the end of the temporary period. In general under Code Section 149, in order to avoid classification of an issue of bonds as "hedge bonds," the City must both (x) reasonably expect to spend 85% of the "spendable proceeds" of the bond issue within the 3 year period beginning on the date the bonds are issued and (y) invest not more than 50% of the proceeds of the issue in investments having a substantially guaranteed yield for 4 years or more. These expectations have been documented for the City's outstanding bond issues in the tax certificates executed in connection with each bond issue.

      ii. If, for any reason, the City's expectations concerning the period over which the bond proceeds are to be expended change from what was documented in the applicable tax certificate, the Treasurer will consult with bond counsel.

   b. *Project Draw Schedule Compliance Monitoring* – While there are unspent proceeds of a bond issue, the Treasurer will compare and analyze the original anticipated project draw schedule and the actual expenditure payouts and reimbursements on each bond-financed project on an annual or more frequent basis. The purpose of this analysis is to determine the variances from the original expected draw schedule for each project and to document the reasons for these variances to provide a continual record on the

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spending progress of each bond-financed project. Factors relevant to the analysis include unexpected delays in the project timelines, extreme weather, contract time extensions due to unexpected events, supplemental agreements and any other factor with a potential to impact the progress or completion of the projects. Generally, there should be no effect on the tax-exempt status of the bonds under either the temporary period rules or the hedge bond rules if the actual disbursements do not meet the original project draw schedule, unless circumstances surrounding the actual events cast doubt on the reasonableness of the stated expectations on the issuance date. Therefore, it is important for the Treasurer to update the progress of each project at least annually, and consult with bond counsel as to any variance from the original schedule.

c. *Bond Proceeds Expenditure Schedule Compliance Monitoring* – While there are unspent proceeds of bonds, the Treasurer will compare and analyze the bond proceeds expenditure schedule and the actual investment earnings on each project on an annual or more frequent basis. The purpose of this analysis is to determine any variances from the expected expenditure schedule and to document the reasons for these variances.

3. *Arbitrage Rebate Compliance*

a. Bonds may lose their tax-favored status, retroactive to the date of issuance, if they do not comply with the arbitrage restrictions of section 148 of the Code. Two general sets of requirements under the Code must be applied in order to determine whether governmental bonds are arbitrage bonds: the yield restriction requirements of section 148(a) and the rebate requirements of section 148(f).

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b. *Yield Restriction Requirements*. The yield restriction requirements provide, in general terms, that gross proceeds of a bond issue may not be invested in investments earning a yield higher than the yield of the bond issue, except for investments (i) during one of the temporary periods permitted under the regulations (including the initial three year temporary period described above), (ii) in a reasonably required reserve or replacement fund or (iii) in an amount not in excess of the lesser of 5% of the sale proceeds of the issue or $100,000 (the "minor portion"). Under limited circumstances, the yield on investments subject to yield restriction can be reduced through payments to the IRS known as "yield reduction payments." The Tax Certificate will identify those funds and accounts associated with a particular issue of bonds known, as of the date of issuance, to be subject to yield restriction.

c. *Rebate Requirements*

   i. If, consistent with the yield restriction requirements, amounts treated as bond proceeds are permitted to be invested at a yield in excess of the yield on the bonds (pursuant to one of the exceptions to yield restriction referred to above), rebate payments may be required to be made to the U. S. Treasury. Under the applicable regulations, the aggregate rebate amount is the excess of the future value of all the receipts from bond funded investments over the future value of all the payments to acquire such investments. The future value is computed as of the computation date using the bond yield as the interest factor. At least 90% of the rebate amount calculated for the first computation period must be paid no later than 60 days after the end of the first computation period. The amount of rebate payments required for subsequent computation periods (other than the final period) is that amount which, when added to the future value of prior

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rebate payments, equals at least 90% of the rebate amount. For the final computation period, 100% of the calculated amount must be paid. Rebate exceptions and expectations are documented for each bond issue in the tax certificate executed at the time of such bond issue.

ii. **While there are unspent proceeds of bonds, the City will engage an experienced independent rebate analyst to annually calculate any rebate that may result for that year and annually provide a rebate report to the Treasurer. Bond counsel can assist with referrals to qualified rebate analysts.**

d. **Timing of Rebate Payments**

The Treasurer will work with the rebate analyst to ensure the proper calculation and payment of any rebate payment and/or yield-reduction payment at the required time:

i. First installment due no later than 60 days after the end of the fifth anniversary of each bond issuance;

ii. Succeeding installments at least every five years;

iii. Final installment no later than 60 days after retirement of last bond in the issue.[1]

4. Refunding Requirements

a. **Refunded Projects.** The Treasurer will maintain records of all bond financed assets for each bond issue, including assets originally financed with a refunded bond issue.

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[1] Generally, rebate payments must be paid not later than 60 days after retirement of the last bond in the issue.

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b. **Yield Restriction.** The Treasurer will work with its financial advisor and bond counsel to maintain records of allocation of bond proceeds for current and advance refundings of prior bond issues to ensure that such bond proceeds are expended as set forth in the applicable tax certificate executed at the time the refunding bonds are issued. Any yield restricted escrows will be monitored for ongoing compliance.

C. Record Retention

1. Section 6001 of the Code provides the general rule for the proper retention of records for federal tax purposes. The IRS regularly advises taxpayers to maintain sufficient records to support their tax deductions, credits and exclusions. In the case of a tax-exempt bond transaction, the primary taxpayers are the bondholders. In the case of other tax benefited bonds, such as "build America bonds" or "recovery zone economic development bonds", the City will be treated as the taxpayer. In order to ensure the continued exclusion of interest to such bondholders, it is important that the City retain sufficient records to support such exclusion.

2. *In General*

a. All records associated with any bond issue shall be stored electronically or in hard copy form at the City's offices or at another location conveniently accessible to the City.

b. The Treasurer will ensure that the City provides for appropriate storage of these records.

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c. If storing documents electronically, the City shall conform with Rev. Proc. 97-22, 1997-1 C.B. 652 (as the same may be amended, supplemented or superseded), which provides guidance on maintaining books and records by using an electronic storage system. Bond counsel can furnish a copy of this Revenue Procedure if needed.

3. *Bonds* - The City shall maintain the bond record as defined in this section for the longer of the life of the bonds plus 6 years or the life of refunding bonds (or series of refunding bonds) which refunded the bonds plus 6 years. The bond record shall include the following documents:

a. *Pre-Issuance Documents*

i. *Guaranteed Investment Contracts ("GICs") and Investments (other than Treasury's State and Local Government Series Securities, "SLGs")* – if applicable, the Treasurer shall retain all documentation regarding the procurement of each GIC or other investment acquired on or before the date of bond issuance, including as applicable the request for bids, bid sheets, documentation of procurement method (i.e., competitive vs. negotiated), etc. If investments other than SLGs are used for a defeasance escrow, the documentation should include an explanation of the reason for the purchase of open market securities and documentation establishing the fair value of the securities and compliance with safe harbor bidding rules. If SLGs are purchased, a copy of the final subscription shall be maintained.

ii. *Project Draw Schedule* – the Treasurer shall retain all documentation and calculations relating to the draw schedule used to meet the "reasonable expectations" test and use of proceeds tests (including copies of contracts with general and sub-contractors or summaries thereof).

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iii. *Issue Sizing* – the Treasurer shall maintain a copy of all financial advisor's or underwriter's structuring information.

iv. *Bond Insurance* – if procured by the City, the Treasurer shall maintain a copy of insurance quotes and calculations supporting the cost benefit of bond insurance, if any.

v. *Costs of Issuance documentation* – the Treasurer shall retain all invoices, payments and certificates related to costs of issuance of the bonds.

b. **Issuance Documents**

i. The Treasurer shall retain the bound bond transcript delivered from bond counsel.

c. **Post-Issuance Documents**

i. *Post-Issuance Guaranteed Investment Contracts and Investments (Other than SLGs)* – the Treasurer shall retain all documentation regarding the procurement of any GIC or other investment acquired after bond issuance, including as applicable the request for bids, bid sheets, documentation of procurement method (i.e., competitive vs. negotiated), etc. If investments other than SLGs are used for a defeasance escrow, the documentation should include an explanation of the reason for the purchase of open market securities and documentation establishing the fair value of the securities and compliance with safe harbor bidding rules.

ii. *Records of Investments*- shall be retained by the Treasurer.

iii. *Investment Activity Statements*-shall be retained by the Treasurer.

iv. *Records of Expenditures*– the Treasurer shall maintain or shall cause to be maintained all invoices, etc. relating to equipment purchases and constructed or acquired projects, either electronically or in hard copy.

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v. ***Records of Compliance***

- ***Qualification for Initial Temporary Periods and Compliance with Restrictions Against Hedge Bond Documentation*** – the Treasurer shall prepare the annual analysis described in Section II(B)(2) above and maintain these records.

- ***Arbitrage Rebate Reports*** – may be prepared by the Treasurer or a third party as described in section II (B)(3) of this document and retained by the Treasurer.

- ***Returns and Payment*** – shall be prepared at the direction of the Treasurer and filed as described in Section II(B)(3) of this document.

- ***Contracts under which any bond proceeds are spent (consulting engineering, acquisition, construction, etc.)*** - the Treasurer shall obtain copies of these contracts and retain them for the bond record.

d. ***General***

i. ***Audited Financial Statements*** – the Treasurer will maintain copies of the City's annual audited Financial Statements.

ii. ***Reports of any prior IRS Examinations*** – the Treasurer will maintain copies of any written materials pertaining to any IRS examination of the City's bonds.

III. Voluntarily Correcting Failures to Comply with Post-Issuance Compliance Activities

If, in the effort to exercise due diligence in complying with applicable federal tax laws, a potential violation is discovered, the City may address the violation through the applicable method listed below. The City should work with its bond counsel to determine the appropriate way to proceed.

A. Taking remedial actions as described in Section 141 of the Internal Revenue Code

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B. Utilizing the Voluntary Closing Agreement Program (VCAP) - Section 7.2.3 of the

Internal Revenue Manual establishes the voluntary closing agreement program for tax-exempt

bonds (TEB VCAP) whereby issuers of tax-exempt bonds can resolve violations of the Internal

Revenue Code through closing agreements with the Internal Revenue Service.

IV. Post Issuance Tax Compliance Procedures Review

The Treasurer shall review these procedures at least annually, and implement revisions or updates

as deemed appropriate, in consultation with bond counsel.

Exhibit A

POST ISSUANCE COMPLIANCE NOTES
[Name of Bonds]

Transaction Parties
Overall Responsible Party for Debt Management Activities _____
Bond Counsel _____
Paying Agent _____
Rebate Specialist _____
Other _____

A-1

Westfield Council On Aging
Policy & Procedure for the Collection of COA Funds

1) **Coffee Box:** A locked box is located in the kitchen area for coffee/snack donations and is emptied on a periodic basis for deposit. The monies are counted/rolled (change) and the total is checked by 2 office staff in separate counts. The monies are held in a locked location, readied for deposit to the Treasurer. The deposit of these funds goes to the Revolving Gift Account (24541100); this fund is used for the purchase of coffee/snack supplies.

2) **Congregate Meals:** A) <u>Highland Valley Elder Services (HVES) Meals</u>: Normally on Mondays and Fridays but these meals may be ordered on other days of the week when needed due to staff vacations. Donations are taken in marked HVES envelopes and are tallied by two persons and logged onto a HVES log sheet. The sheet and totaled monies are placed in a locked deposit bag from HVES and goes with the HVES driver on the next meal delivery date.

   B) <u>Senior Center Prepared Meals</u>: Normally on Tuesday, Wednesday, Thursday, however dates may change due to events planned on other weekdays. Tickets are sold for a cost of $2.00 per ticket by senior volunteers. A log sheet is checked off of the names of ticket purchasers. The meal register log sheet and collected monies are checked and totaled by the senior volunteer(s) and turned in to the Principal Clerk. The total is then checked by the Principal Clerk against the number of meal tickets sold and any discrepancies are checked with the Dining Coordinator and volunteer. If there are no discrepancies; the monies are then held in a locked location; readied for deposit to the Treasurer. The meal log sheet is used for data entry of those attending the lunch and the amount of the proceeds from tickets sold is logged into the meal tracking log. The deposit of these funds goes to the Revolving Gift Account (24541100); this fund is used for the purchase of groceries.

3) **Event/Program Ticket Sales:** Includes parties held outside the Senior Center facilities as well as in-house. Tickets are numbered for the various events and a list is made of persons buying tickets. Names are placed on the backs of all sold tickets prior to handing them to the purchaser. Monies collected are checked by 2 office staff in separate counts and are held in a locked location readied for deposit to the Treasurer. The deposit of these funds goes to the Revolving Gift Account (24541100); this fund is used for the purchase of various items and costs for each event such as food/supplies/entertainment.

4) **PVTA Ticket Sales:** packs of tickets are ordered from PVTA and kept in a locked location. Monies collected for ticket packet sales are checked by 2 office staff in separate counts and all checks and cash is picked up by the next PVTA driver who drops off the next order of PVTA tickets. The total monies are logged onto the PVTA log sheet which arrives with the PVTA driver and the monies are placed in a sealed envelope. A list of purchasers and the amount paid by either cash/check is kept on a log sheet at the Senior Center and is used for data entry purposes.

Continued.....

5) **Bingo Donations; 50/50 Raffle Donations:** All monies collected and turned in to the Sr. Center Office are counted by 2 office staff and kept in a locked location readied for deposit to the Treasurer. The deposit of these monies goes go the Revolving Gift Fund (24541100)

6) **Donations: Memorial & Revolving Gift Fund:** funds are counted by 2 office staff in separate counts; the donation is logged onto the Donation Sheet Register and, unless specified as an "anonymous donation", the donation is noted in the next newsletter published. Monies are kept in a locked location readied for deposit to the Treasurer. Deposits from donations normally go to the Revolving Gift Fund (24541100) unless otherwise specified or requested by the donor (ie. Building Fund, etc.). A thank-you letter is sent to the donor either by the Principal Clerk or the Director.

7) **Building Fund Donations:** the donation is logged onto the Donation Sheet Register and is counted by 2 office staff in separate counts. The monies are held in a locked location and readied for deposit to the Treasurer. An acknowledgement letter is sent to the donor. Unless otherwise specified or requested by the donor as an "anonymous donation", the donation will be published in the next newsletter. The deposit of these monies goes to the Building Account (24541105).

8) **Highland Valley Elder Services Checks:** checks received from Highland Valley Elder Services (HVES) are copied and the attached/enclosed paperwork from HVES is routed to the Companion Program Coordinator. The check is held in a locked location and readied for deposit to the Treasurer. Proceeds of the check are used for SHC (State Home Care) Companion Program stipends to pay Companion Program volunteers. The stipends to pay Companion Program volunteers is calculated by the Companion Program Coordinator and given to the Principal Clerk to process on a Schedule of Bill form to the Auditing Department. The deposit of the HVES check goes to the HVES Account (24541406)

9) **Community Development Block Grant (CDBG) Checks:** checks when received are logged in to the CDBG tracking log by the Principal Clerk and the check is kept in a locked location readied for deposit to the Treasurer. The deposit goes to the "Received Other Govt's Service" which is a part of the Revolving Gift Account (24541100) and is used specifically for COA Companion Program stipends to pay Companion Program volunteers. The stipend to pay Companion Program volunteers is calculated by the Companion Program Coordinator and given to the Principal Clerk to process on a Schedule of Bill form to the Auditing Department.

10) **State Grant Checks:** checks are logged in to the State Grant Budget tracking and deposited immediately upon receipt in the State Grant Account (24541600)

Continued....

11) **Sarah Gillett Fund**: A) <u>Painting Class</u>: check is applied for and received by the Painting Class instructor. Upon receipt, the check is deposited in the Sara Gillette Account (24541125); funds are used to pay the Painting Class instructor via purchase order.

   B) <u>COA Funds</u>: check is applied for by the COA Director and Companion Program Coordinator; when check is received it is deposited into the Sara Gillette Account (24541125) and earmarked for Companion Program COA client stipend payments to program volunteers.

Last Updated: 8/24/11 cjs

Westfield Council On Aging
Policy & Procedure
Deposit to Treasurer

All checks and cash collected by the Westfield Council On Aging is regularly deposited via a "Deposit To Treasurer" form. All checks and cash are counted by 2 staff members in separate counts and the totals are logged onto the Deposit To Treasurer sheet by the Principal Clerk.

Deposits are divided as follows:

<u>Highland Valley Elder Services</u>: check deposited separately to this account;

<u>State Grant</u>: check deposited separately to this account;

<u>Community Development Block Grant (CDBG)</u>: check deposited separately on the "Other Gov'ts Service" line on the Deposit To Treasurer form, which is then part of the Revolving Gift Account;

<u>COA Gift-Revolving Gift Account</u>: this includes all money collected from lunch sales, memorial donations (unless otherwise specified or requested by the donor), event ticket sales, bingo contributions, 50/50 raffles, coffee box collection. These items are logged separately on the Deposit to Treasurer form in the "COA Reference Only" section for ease in tracking specific components of the larger Revolving Gift Fund deposit.

<u>Senior Center Building</u>: this account is for new building fund donations; logged on separate line for deposit and also tracked separately in the "COA Reference Only" section under separate heading "Building Account".

<u>Sarah Gillett Services</u>: logged on separate line.

All monies (cash/checks) are totaled and checked by 2 staff members in separate counts. The deposit is signed off on by the COA Director and taken to the Treasurer's Department by the Director where it is recounted and deposited into the appropriate accounts. The final deposit is signed off on by the Treasurer. One copy of deposit sheet returns to the Council On Aging and the appropriate deposits are then logged in to the budget tracking by the Principal Clerk. The second copy is placed in the COA file in the Auditing Department.

Last Update: 8/24/11 cjs

Westfield Council On Aging
Schedule of Bills Payable Policy & Procedure

Once invoices and purchase orders (whether partial or final pay) are stamped "approved" by the Purchasing Department; they are placed on a Schedule of Bills Payable form for processing to the Auditing Department to be paid. Once received, the Auditing Department processes payments on the next City warrant to be paid; typically twice monthly.

The Auditing Department requests that as many invoices are processed on a single Schedule of Bills Payable as possible. Therefore, if there are multiple invoices to be processed; they are to be put together on a single Schedule of Bills Payable if they are from either the same account or from the same "type" of account. An example would be if there were multiple invoices to be processed from Price Rite purchases which would all be under the same purchase order and account numbers. Also, if the invoices to be processed are all from revolving gift accounts (COA Revolving Gift Account and/or State Grant Revolving Account) they too can be placed on the same Schedule of Bills Payable form.

A Schedule of Bills Payable form is attached for reference.

Items that need completion:
1) To the City Auditor: The following bills of the COUNCIL ON AGING _____ (amount of the total of all invoices on this schedule entered here) Dollars; etc.
2) Dept./Loc: 541 (this is the COA Department/Location Code)
3) Date Submitted: The date the Schedule is being prepared
4) PO# (each purchase order number needs to be entered for each invoice to be paid)
5) Vendor # (each vendor number needs to be entered for each invoice to be paid)
6) Invoice # (each invoice number needs to be entered for each invoice to be paid; if there is no invoice number on the bill; use the date of the invoice (i.e. 063011) as the invoice number)
7) Inv Gross Amt: The gross amount of each invoice to be paid needs to be entered here.
8) Inv Date: The invoice for each invoice to be paid is entered here.
9) Description: This would be the account number; customer charge number; and/or description for what the charges are for.
10) Org: Enter the account number used when placing the purchase order
11) Object: Enter the object number used when placing the purchase order
12) Amount: Enter the amount to be paid (gross) for each invoice
13) LIQ: either "P" for a partial payment (on open purchase orders); or "F" for a final payment (when closing out a purchase order)
14) The Gross Amt columns and Amount columns would need to be totaled in the "TOTAL" lines

Continued.....

Schedule of Bills Payable Policy & Procedure Continued......

It is necessary to obtain four (4) signatures of current COA Board members on each Schedule of Bills Payable original form. After the signatures are obtained; take 2 copies of the Schedule; one yellow, one white. Take a copy of the invoice and purchase order copy accompanying the schedule if you have not already done so. The original copy of the signed Schedule of Bills Payable; Yellow Copy; and original invoice and copy or original purchase order (copy if more to be paid off that purchase order; original purchase order if closing the purchase order out with final payment) goes to the Auditing Department who will put the item on the next warrant for payment. The white copy of the schedule of bills; copy of purchase order and copy of invoice stays in the COA department for reference.

Once the Schedule of Bills Payable has been processed by the Auditing Department; the yellow copy is returned to the COA department stamped that it has been paid and referencing the warrant number it was paid on in the upper right corner. Pull the copy of the Schedule of Bill and accompanying copies of the purchase order and invoice; attach to the yellow copy of the Schedule of Bills Payable; track in the budget tracking the warrant number and date paid and file it in the completed Schedule of Bills Payable folder.

Last Updated: 8/31/11 cjs

CITY OF WESTFIELD

SCHEDULE OF BILLS PAYABLE

Warrant _____

Date _____

To the City Auditor:The following bills of the _____

<u>COUNCIL ON AGING</u>

Department amounting in the aggregate to

Dollars, are hereby approved and you are requested to place them on a warrant for payment.

Dept/Loc _____ 541

Date Submitted _____

4/17/2012

PO #	VENDOR #	VENDOR NAME	REM*	INVOICE #	INV GROSS AMT	INV DATE	DESCRIPTION	ORG	OBJECT	AMOUNT	LIQ**	CK***

TOTAL 0.00

< - TOTALS MUST EQUAL - >

TOTAL 0.00

SEND 2 COPIES TO AUDITORS OFFICE (1 = YELLOW, 1 = WHITE)

* REM = ENTER REMIT NUMBER FOR ADDRESS OF VENDOR

* LIQ = ENTER (P) FOR PARTIAL PAYMENT, (F) FOR FULL

* CK = LEAVE BLANK FOR NORMAL CHECK DISBURSEMENT. ENTER (S) FOR SEPARATE CHECK PER INVOICE, (W) FOR WIRE TRANSFER

MASTER SCHEDULE OF BILLS

Every other week, "Gold" payroll sheets are released by City Hall by Thursday after the COA Director has signed off on the previous week's payroll which will be issued in a check the current week. The "gold" current week's payroll sheet will arrive separately from the "Detailed Proof" of the prior week's payroll entry along with the "Payroll Earnings Distribution" sheet which lists all payroll and account distribution of that payroll. On the week no check is issued; payroll entry is done for the prior two weeks; on the week a check is issued, no payroll entry is done.

Payroll Earnings Distribution Sheet: Use this sheet to keep track of the Student Intern's payroll (from the Revolving Gift Fund) and the State Grant Payroll (Partial of the Companion Program Coordinator's payroll, Partial of the Dining Coordinator's payroll, All of the Wellness Nurse's payroll, and All of Program Associate's payroll). Tracking of this payroll into the Revolving Gift Account and State Grant Account is necessary to keep those account balances up to date. The State Grant Account is tracked on the General budget tracking as well as the individual line item tracking.

The tracking into the appropriate accounts is accessed through "My Documents" in the Principal Clerk's computer, in the folder "Budget FY (& the current yr (ie. 09, 10, 11, etc.) "COA-State Grant Gen. Exp." is the account for tracking the Companion Program Coordinator, Dining Program Coordinator, Wellness Nurse and Program Associate's payroll. "Revolving Gift" is for the Student Intern payroll tracking.

Note: The Companion Program Coordinator and Dining Program Coordinator's payroll may need an additional adjustment if they have worked sufficient hours but it is not reflected in their weekly payroll. The Companion Program Coordinator has 652.90 (19 hours State/16 hours city) deducted from the State Grant each week provided she has worked 19 or more hours that week; the Dining Program Coordinator has 118.60 deducted from the State Grant each week provided she has worked 8 or more hours (8 hours State/20 hours City). Deduct the amount of payroll actually on the Payroll Earnings Distribution Sheet along with the adjusted amount if needed; place the adjusted amount in **bold** letters as this amount is reported back quarterly to auditing for that department to reconcile the account.

(Continued)

Detailed Proof Sheet: Use this sheet to reconcile that the time/dates of any time off for the previous week were entered correctly. Check the detailed proof sheet against the copy of the prior week's payroll and then update each staff member in the spiral binder of Payroll Tracking located in the middle drawer of the filing cabinet behind the Principal Clerk's desk. Each staff member has a section of the book and vacation, sick, personal, comp time is kept on a weekly tracking and up to date. This is needed for reconciliation with the Personnel Department twice a year (once in January and once in July). It is easier if it is done weekly so that it remains accurate.

"Gold" Payroll Earnings Worksheet: These sheet(s) are used for payroll entry of the week's staff payroll as well as payments to the Board which are done the first week of June, Sept., Dec., March. Changes are made to the gold sheets if staff have any deviations from their normal work week (ie. Sick time, vacation time, personal time, leave without pay, leave with pay (this entry needs a subcategory to tell auditing why being paid), holiday time). Note: comp time is **NOT** reported to auditing and personnel; we keep track of it internally with time off/leave sheets and attached copies of individual staff's comp. time additions and subtractions which are filed in the spiral binder by employee.

A sample week's payroll earnings worksheet is attached for reference. Time off being reported to auditing/personnel is deducted from staff's weekly hours and recorded on the appropriate line (ie. Sick, vacation, personal, etc.). Board members hours are crossed out unless it is the first week that they are issued a check (June, Sept., Dec., March). The Wellness Nurse payroll is an additional 4 hours the first 2 weeks of the month if she works the additional 2 Fridays; this is recorded by changing the 4.00 to 8.00 on the 101 hourly line for the Wellness Nurse on the gold sheet and doing the corresponding entry in MUNIS payroll to add the additional 4 hours on the Friday worked. The Batch # is recorded at the bottom of the top gold sheet; this is for our reference only in the event payroll needs to be changed in MUNIS after entry has been made if staff has emergency and leaves after payroll has been entered. All notations on the gold sheets are to be made in **RED** (this is an auditing/personnel department requirement). Once entry into MUNIS is made of any time off for staff for the week; the Director signs off at the top of the gold payroll sheet and two copies are made of the payroll sheet along with the MUNIS entries made. One copy stays with the Principal Clerk to be used to reconcile payroll the next week and the other copy goes to the Director for use in signing off on payroll the following week. The original "gold" copy and attached MUNIS printout of entries goes to the Personnel Department by noon on Monday or earlier if requested due to a Monday holiday.

Last Updated: 8/24/11 cjs

Payroll Entry Procedure

Payroll is entered into MUNIS on Friday mornings after **all** time off/leave sheets have been turned in by staff. If there is an emergency-batch for payroll can be reopened and updated until the Earnings Worksheet has been turned in to Personnel. After that, a call to Personnel will need to be made to request they assist us in updating the emergency changes.

"Gold" Earnings Worksheet is updated in **"red"** any difference in tme for any staff having time off for that particular payroll week. Check the master calendar on the Principal Clerk's desk and check with staff and the Director if any sheets for time off are outstanding that may not be written on the calendar. If it is not a COA Board pay week; cross off their names so no payment is made. If the Wellness Nurse has worked 2 days that week; cross of 4 hours and write in 8. If she has not worked at all; her 4 hours is crossed off and "leave without pay" is entered in MUNIS for her hours (she does not get benefit time).

To Enter Payroll Time Off in MUNIS:
Click on the MUNIS Live (**Blue**) icon at the computer of the Principal Clerk. Sign in name and password. Click on "Dept." Click on "P. Time & Attendance Entry". "Payroll Process" box will open; check payroll dates to make sure it is the proper week for entry. "Continue with Payroll Process?" answer YES. Click on "Add Batch" box upper left corner of multiple selections on left side of screen. "Option Box open" click "ok". Batch # displays in the Batch box, record the number on the bottom of the "gold" Earnings Worksheet in case the batch needs to be reopened for late entry. Click on the **"green"** check mark in the upper left corner of the screen. The data entry screen will open; click on the "white" box with a plus sign in the upper tool bar area. "Add a New Data Record". Enter the date(s) off for employee you are recording time off. Absence Box- "yes". Employee Box-enter # of employee (next to name on gold earnings worksheet). Tab to the "Pay" Box and select whether sick, vacation, etc. Select "Add a New Data Record" for each additional entry. Once done; display the record of all entries made and check to make sure all have been done; then print the record entries out.
Hit "release" to change the "pending" to "in progress" in the Status box. Exit out of MUNIS.

Give "gold" earnings worksheet and one photocopy to Director to sign (signs the "gold" copy; retains the photocopy for checking the next week's payroll when signing off on Thursday morning for auditing). A second photocopy of the "gold" earnings worksheet and data entry sheet from MUNIS is kept at the Principal Clerk's desk with the staff binder of time off records; this copy is used the next week to reconcile payroll that has been entered. The original gold earnings worksheet is turned in to the Personnel Dept. either by Mon. noon or earlier if requested.

PURCHASING

BUSINESS MANUAL

I'm glad I already have my purchase order in place!!!!!

Revised August 8, 2011

Volume

1
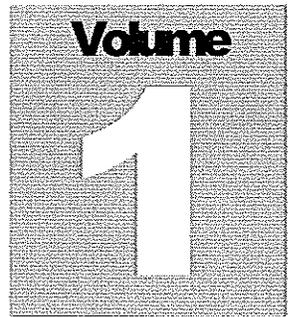
PURCHASING BUSINESS MANUAL

City of Westfield, Massachusetts

Purchasing Policies & Procedures

CITY OF WESTFIELD

Purchasing Policies & Procedures

City of Westfield
59 Court Street, Westfield, MA 01085
Phone 413.572.6254 • Fax 413.572.1708

Table of Contents

Introduction

This manual has been developed to serve as a guide and reference for all departments and agencies of the City of Westfield. The policies and procedures defined within are in accordance with State Statutes and City Ordinances and are intended to cover a broad range of issues and responsibilities pertinent to the buying process. To fully understand the purchasing function, it is vital that a number of key objectives of the Purchasing Department be stated:

❖ To procure materials, supplies, equipment, and services at the lowest possible cost consistent with the quality necessary for the proper operation of the various departments, thereby attaining the maximum value for each public dollar spent.

❖ To follow the executive order issued by the Mayor to promote and utilize local business by giving them an opportunity to bid on all contracts for both goods and services and by promoting a healthy relationship between the City and all local vendors. Understanding that the law does not allow for a "preference" the Purchasing Department in conjunction with all Department Heads must make the extra effort to give all local businesses the chance to bid.

❖ To maintain the City's reputation for fairness and integrity and to promote impartial and equal treatment to all who wish to conduct business with the City.

❖ To encourage a mutually cooperative relationship with requesting departments recognizing that successful purchasing is a result of team planning and effort.

❖ To promote social and economic goals such as encouraging small, minority and women owned businesses to participate in bidding of City purchases.

The City of Westfield Purchasing Department is responsible for the performance, direction and enforcement of the methods and manner in which all City Departments procure supplies and services needed to carry out their individual missions. It exists as an internal service organization to provide procurement services, assistance, training, guidance and oversight to all City Departments to enhance their effectiveness, efficient operation and prudent use of resources. The Department determines purchasing policies and procedures applicable to all departments' outward procurement activities on behalf of the City.
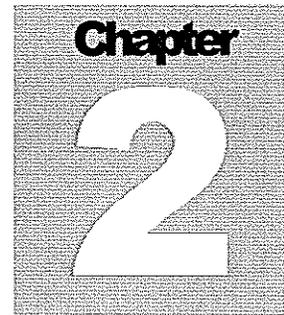
General Information

The Purchasing Department is established and empowered by City Ordinance Chapter 15. Its activities and practices are governed by various applicable Massachusetts Laws; by the Ordinances and the Policies of the City of Westfield; and by the normal policies and practices of public procurement in Massachusetts.

The Department is responsible to act with authority within its jurisdiction as established by Ordinance. It also acts in an advisory capacity outside its jurisdiction.

The Director of Purchasing and/or his/her designee have the authority to review, evaluate and deny any requested purchase should it not comply with Massachusetts General Laws or with any established City policy or procedure. If a purchase is denied, the Director of Purchasing and/or his/her designee will do so in writing to the Department Head, and will include the reason for denial, supporting documents (e.g., relevant laws, City policies, etc.), outlines for the appeal process, and present consequences for noncompliance to laws and polices.

The Director of Purchasing is designated Chief Procurement Officer of the City by Ordinance (Chapter 15-2). As Director of the Purchasing Department, he/she is responsible for the oversight, direction, management and performance of the procurement activities engaged in by and on behalf of the City Departments.

The Purchasing Department is a regulatory, operational department that ensures compliance with applicable procurement laws, City Ordinances, Council and Executive policies, and policies and procedures. The department has several objectives that can be arranged on an annual calendar as follows:

Annually...

❖ To identify, assess and coordinate the procurement of supplies and services common to multiple City Departments, to achieve the benefits of volume discounts and to avoid duplication of efforts.

Quarterly...

❖ To assess the state of procurement department policies, practices and instructions from departments and to apply warranted adjustments.

Monthly...

- ❖ To identify the procurement activities needed for the departments and to adjust for any conflicts that may arise including any need for improvement of timing of procuring items of need.

Weekly...

- ❖ To ensure that all procurements for which time is of the essence are achieved on schedule and as needed by all departments.

Daily...

- ❖ To process all same-day procurement activity forwarded by departments.

- ❖ To respond to questions and provide guidance to departments.

- ❖ To provide basic training to department staff as needed.

- ❖ To interact with and respond to vendor inquiries regarding upcoming and current procurements.

The Purchasing Department is committed to providing all City Departments, providers to the City and all others having dealings or contact with the Purchasing Department with the utmost courtesy and respect as described in the following polices:

Relationships with Departments:

1. The Purchasing Department staff will conduct business and ongoing relationships with departments in a courteous, helpful and professional manner and without bias for or against any.

2. The Purchasing Department staff will make all reasonable efforts to conduct business and to process department inputs and initiative promptly.

3. The Purchasing Department staff will acknowledge receipt of all department inquiries on the same day received and will make every reasonable attempt to provide same-day response. If a same-day response is not possible, the Purchasing Department staff will communicate a reasonable projected response timeframe.

4. The Purchasing Department staff will expedite legitimate and non-repetitive "RUSH" orders immediately, and shall have authority to challenge their legitimacy based on the requirements of this manual.

5. The Purchasing Department will make every reasonable effort to be available to support all departments facing "Emergency" circumstances outside normal business hours. The Purchasing Department will establish and support Emergency Procurement Procedures for those occasions when direct support can not be rendered.

6. All Departments must process all Invitations for Bids (IFBs), Request for Proposals (RFPs), Designer Selection Processes and any other processes culminating in the award of a contract by the City through the Purchasing Department.

Once a procurement request is submitted to Purchasing, the following conditions must be satisfied prior to further processing:

1. The funds must be identified by departments to achieve a procurement.

2. All departments must accurately apply expenditure account charge numbers. They may be obtained only from the City Auditing Department.

3. Procurement requests must be authorized either electronically or in writing by properly authorized department staff.

4. Procurement requests identified as lacking any of the above conditions will be rejected and returned to the originating departments for completion, correction or further consideration. MUNIS will send an email notifying Departments of the rejected requisition. In the note section of the requisition you will find the reason for the rejection. Please check there first before contacting Purchasing.

Relationships with Vendors:

There are a number of ethical considerations that must be strictly upheld between public employees and the City's vendors. Integrity and impartiality must be maintained in the conduct of employees. Conflicts of interest and favoritism must be strictly avoided. City employees, or members of their family, may not ask or accept any gift or favor from anyone seeking to do business with the City if it is offered in exchange for your agreeing to perform or not perform an official act. You may not ask or accept anything worth $50 or more from anyone with whom you have official dealings. Any approach of such nature should be refused and reported immediately to the Director of Purchasing. In addition, no official or employee of the City of Westfield may have a significant interest in any proposal or contract with which the City engages unless it meets certain criteria. If you have questions please see the Purchasing Department. (Reference State Ethics Law).

Ways the Purchasing Department is strengthening the relationship with Vendors/Departments:

The Purchasing Department is always looking for ways to strengthen the relationship with the many city vendors and city departments. Without this relationship, the process cannot work the way it should. We have updated our Purchasing Website with a lot of useful information for everyone. Included on the website are links to a variety of websites and documents, including the bidders list and a list of all current bids & RFPs, that departments and vendors can use in dealing with the Purchasing Department. Visit www.cityofwestfield.org and look for Purchasing under the "departments" tab.
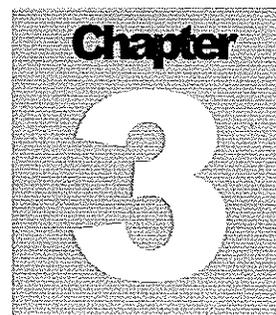
Procurement Methods & Information on Laws

In Westfield, the Purchasing Department is the primary resource to be used by municipal employees for guidance, interpretation and assistance regarding procurements. The Purchasing Department is fully versed in the requirements and interpretations of the applicable laws, trained in their application and experienced with most aspects of municipal procurement. The Purchasing Department is responsible for the following general matters regarding procurements:

a) Provision of oversight, direction and guidance to departments needed to procure items.

b) Approval in advance by the Director of Purchasing of all procurement or methods employed by departments for procuring items.

c) Maintenance of a current vendor list for providers to the City and that this list is made available in a convenient format for City and public use. This document may be found on the City of Westfield's website, under the Purchasing Department, www.cityofwestfield.org or you may call the office at any time to review.

The following Massachusetts laws govern local government procurement. They are supplemented by the Ordinances and Policies of the City.

C.7§§, 38A1/2-O   Designer Selection Law

Chapter 30B   Local Government Procurement and Disposal of Supplies, Services, Real Property

C. 30§, 39M   Construction, Renovation & Repair of Public Works

C. 149§§, 44A-M   Construction, Renovation and Repair of Public Buildings

Procurement Laws:

C.7   Designer Selection

Construction projects require the services of registered architects, engineers, and other professional consultants to plan the work that will be carried out by construction contractors. The term "designer" is used to refer to the individual or firms hired to do the architectural and engineering work for a project. The Designer Selection Law applies to design service contracts costing $10,000 or more for any building construction, reconstruction, alteration, remodeling, or repair work estimated to exceed $100,000. Both rules must be met for this law to be triggered. To select designers for smaller building projects the Purchasing Department recommends soliciting qualifications and price information from at least three (3) design firms.

For non-building or public works projects, the selection of designers is not subject to the Designer Selection Law; however, the Purchasing Department does recommend soliciting qualifications and price information from at least three (3) design firms.

"Design Services" include the following endeavors as they pertain to public building projects:

- o   Preparation of Master Plans
- o   Feasibility and other studies
- o   Surveys
- o   Soil Tests
- o   Cost estimates and programs
- o   Preparation of drawings
- o   Plans and specifications (including schematic drawings, and preliminary plans and specifications)
- o   Supervision or administration of a construction contract
- o   Construction management and scheduling

The basic steps for the designer selection process for municipal building projects are as follows:

1. Adopt written procedures (these procedures have been adopted by the City Council and are available for review in the Purchasing Department)
2. Develop the RFQ
3. Advertise the RFQ
4. Evaluate applicants and select at least 3 finalists
5. Rank the finalists, interview and negotiate price
6. Finalize the contract
7. Award and publicize the contract

Please remember that the Purchasing Department handles this process for all departments. This is just information for all of you so that you can understand the process a little better.

Chapter 30B Equipment, Supplies and Services

MGL c30b governs the procurement and disposal of equipment, supplies and services by local governments. Purchase orders are required for the procurement of all supplies, equipment and services. The following are all areas of Ch30b and should follow the laws set forth. Further on in the manual we will go over instances that **do not** require a purchase order.

<u>Acquisitions costing up to $4,999</u>

Departments are required to employ **_Sound Business Practices_** as recommended by the Office of the Inspector General when making acquisitions of items estimated to cost not more than $4,999. Sound business practices include applying the purchaser's best judgment to item need, utility, availability, value and price. All Departments should make it a practice to obtain quotes whenever possible from a variety of vendors.

When to Use Sound Business Practices

1. When cost is not expected to exceed $4,999 and then only for...

2. One time procurements

3. Occasional and incidental procurements

The Massachusetts Office of Inspector General cautions repetitive purchasing within the same calendar year. If Departments know they will be purchasing goods or services for more than $5,000 from the same vendor it is *highly* recommended that bids for annual price contracts be issued for the year. If you know you will need over $5,000 worth of items in one fiscal year, you cannot do multiple mini procurements to avoid bidding. Please keep in mind that the $5,000 rule includes shipping and handling charges. If shipping costs will bring your order over $4,999, you will need to obtain three (3) written quotes. All quotes must be submitted with a copy of your requisition to the Purchasing Department.

<u>Acquisitions Costing between $5,000-$24,999</u>

Departments are required to solicit at least *three (3) written quotes* when making acquisitions of items estimated to cost more than $5,000 but not more than $24,999. All departments have the option of obtaining the quotes themselves, going through the Purchasing Department who will solicit the written quotes, or asking for an official Invitation for Bid. In some cases, the Department will fare better with an official sealed bid. If shipping costs will bring this order over $24,999 you will need to follow the rules for a sealed bid. Please note that pricing on flyers and websites is considered a viable quote and may be used.

Exception to obtaining written quotes:

  Sole Source Purchases: Competitive bidding requirements may be waived in circumstances when it is clearly determined that there is only one vendor capable of providing a particular good or service. You may make sole source procurements only under the amount of $24,999. Such instances must be documented and forwarded to the Purchasing Department. Final determination will be made by the Director of Purchasing. The following procurements are the

only sole source contracts that may exceed $25,000: Educational materials, library books, and computer software maintenance.

State Contract, State Department Contracts and or GSA Contracts: are contracts the state of Massachusetts, Federal Government or State Agency has already bid out; all departments may visit the state website www.comm-pass.com to review all of the state contracts currently available. Keep in mind that although a vendor may have a State Contract not all items the vendor sells may be on that particular State Contract. The Purchasing Department will investigate and approve all State Contract purchases for accuracy. Please contact Purchasing if you have any questions or if you would like training on this website.

All Using Department Contracts: are contracts that the Purchasing Department has put in place for the benefit of all departments, examples are auto parts, oil, diesel fuel, etc.

If your Department feels your purchase falls within one of the above categories please contact the Purchasing Office.

Please remember that no department has the authority to obtain goods and or services without an authorized City of Westfield purchase order. A contract is required for all purchases over $5,000. All contracts must have a start and end date, (they cannot be open-ended), a description of the purchase, and a dollar amount.

Acquisitions costing more than $25,000

Departments are required to have the Purchasing Department do an official Invitation for Bid or Request for Proposals. It is the requesting department's responsibility to write the detailed specifications. The Purchasing Office will work extensively with the Departments to come up with detailed and usable specifications. The clearer the specifications the more responses you will receive allowing for lower costs to the City. Complete and concise specifications help prevent the majority of bid protests. Although you may have vendors help you draft specifications, it is not a good idea to use those solely. Try not to use brand names as it limits competition. However if a brand name is the best possible description you must use the "or equal" clause to allow for competition. In all cases you are allowed to request samples of all products and the burden lies on the vendor to prove the "or equal" clause.

Within your scope of services or specifications you are allowed to include quality requirements such as; but are not limited to:

1. Years of experience
2. Vendor has done work previously with a municipality
3. Warranty or industry standards

You must determine actual or estimated quantities and how the award is to be determined. You may require sampling of the product to determine if it will meet your needs. If the sampling does not meet your qualifications (which were stated) you can reject the low bidder. You may include performance deadlines in your specifications. All vendors would be required to put in writing their obligation of these deadlines.

It is the policy of the Purchasing Department to issue awards to the lowest responsive and responsible bidder, in accordance with the specifications. In determining such, consideration will be given to the following criteria:

a) The ability, capacity and skill of the bidder to provide the goods or services required as stipulated in the specifications on the Invitation for Bid.

b) The capacity of the bidder to provide the services promptly or within required time periods without delay or interference.

c) The quality of performance on previous contracts or services

A vendor cannot deliver any products or perform any work until there is a fully executed contract and purchase order. This cannot be stressed enough. Departments are prohibited from giving the PO to any vendor before a contract has been finalized.

In the event of identical and responsible low bids, preference will be given to Westfield vendors. The next qualifying determinant will be Massachusetts vendors over out of state vendors. As a last resort method of determining an award, a coin toss will take place between vendors in the Purchasing Department with at least two witnesses.

If a department wishes to cancel a bid before or after an opening, a written notice stating the reasoning must be submitted to the Purchasing Department.

Any bidder wishing to protest must be referred immediately to the Purchasing Department. Bidders will be informed to submit their contentions in writing, detailing the reasons for the protest. The Purchasing Department along with the Legal Department will determine the basis for protest and respond in writing.

Bidder protests generally involve contention that an award was made which was not based upon the criteria or specifications set forth in the Bid/RFP. For such reasons, it is imperative that all bids received be examined objectively and without favoritism. This responsibility extends to both the Purchasing Staff and the requesting Department, which evaluates each bid for recommendation to award. Please note that although you may use the RFP process, it is not recommended for the majority of items or services you want to purchase. All Departments must document in writing the reason behind using an RFP. Proposals are not opened publicly and they take longer to award. RFP awards are based on the most advantageous proposal and are not price based.

Exceptions to soliciting an official Invitation for Bid (see previous section for descriptions)

State Contracts/State Agency Contracts/ GSA (Federal) Contracts
Existing All Using Department Contracts

Disposal of Surplus Materials

City property (i.e. vehicles, machinery, equipment, supplies and materials) should be declared surplus when the property is of no further use to the department for any of the following reasons:

a) It is no longer capable of serving its intended purpose due to wear, outdated technology, lack of replacement parts, or safety concerns.

b) The cost of operation and maintenance exceeds the rental or hired cost of readily available like property.

c) It is not needed due to replacement, a change in department mission or a scaling back of operation.

Materials considered to be surplus or obsolete must be reported to the Purchasing Department. The Purchasing department will determine whether the surplus material can be transferred to another department that may need the item. Notification is made to all Departments of surplus material available, with the wanted goods transferred to the first responding Department. In the event that no response is received, bids will be issued to surplus the items with the award based upon the highest responsive and responsible bid obtained.

Purchasing may, with the approval of the Mayor and the City Council, donate surplus property to local charities, regional charities, and or non-profits for use in serving the population of Westfield, as long as they are a 501c-designated organization.

Under no circumstances shall any City owned property be disposed of by any other means. All surplus material must be cleared through the Purchasing Department in the manner described above.

C.30§, 39M   Construction, Renovation & Repair of Public Works

This chapter governs all contracts for construction, reconstruction, alteration, remodeling, or a repair estimated to cost more than $10,000 that **does not** include work on a building. These contracts generally fall into the category of public works projects, or "horizontal construction" projects. Public works projects include not only the construction and repair of roads, bridges, water mains, sewers, and the like but also work on improvement to public land such as public parks, outdoor swimming pools and parking lots. Although the required procedures are not as complex as with building projects, competition is strong and unsuccessful bidders often challenge awards on procedural grounds. Please keep in mind that all public works procurements require the vendor to pay prevailing wages and to submit certified payrolls to the Purchasing Department.

MGL c. 30, §39M also governs the purchase of **construction materials (without charges of labor, the departments would do the installation)** estimated to cost more than $10,000 for either public works or public building projects. For example, a $30,000 purchase of guardrails or a $30,000 purchase of wall partitions would apply. Please remember; always include the Purchasing Department with these types of procurements.

The bid rules and regulations are different for these types of procurements, they do not follow the rules set forth previously for c30B. If the cost of the project is going to be below $9,999 you can

receive written quotes or contract with a vendor of your choice, however if the job is $10,000 or more you must do a sealed bid and receive bonds. The best thing to remember is to involve the Purchasing Office on any project that falls within this category.

Engineering services that are for public works projects do not fall within the bid laws mentioned. The Inspector Generals office allows for the procurement of these services without bidding. This office does recommend some sort of competitive procurement for these services.

C. 149§§, 44A-M   Construction, Renovation and Repair of Public Buildings

This chapter governs all contracts for the construction, reconstruction, installation, demolition, maintenance, or repair of a building. If a structure has walls and a roof and enclosed space that is to be used for some purpose, it is a building. Size is irrelevant, as is the fact that it may be part of a larger non-building project. If a building is included in the project, and if the total contract cost is greater than $25,000, the contract must be bid under MGL c149, unless it falls within the following exceptions:

1. If a sewer or water supply project includes buildings whose sole function is to house pumps and related equipment, the project is bid under MGL c30. §39M.

2. Modular buildings are procured using a request for proposals process outlined in MGL c149.

Because of the complexity of bidding requirements, the City normally contracts with architects or consulting engineers who manage the entire bidding process for building projects. They prepare the plans, specifications and bid documents, then advertise, receive, open and evaluate bids, and recommend contract awards for action by the City.

The following will give you a quick overview as to the complexity of C.149. Examples of some areas that fall within C.149 are:

Installing Carpet	Electrical Work
Light Fixtures	Plumbing
Door Locks	Heating and AC work
Windows	Overhead Doors
Painting	

If the job is going to be less than $10,000 you must use sound business practices (c149 was amended in November raising the threshold from $1.00). You must pay prevailing wages for all building procurements. Please make sure all vendors are aware of this when you are receiving quotes for jobs needed.

If the job is going to be between $10,000 and $24,999 a public notice must be posted on the bulletin board and in the Central Register for at least two weeks and we must solicit written responses, the successful bidder must pay prevailing wages.

If the job is going to be between $25,000 and $99,999 the rules of C.30 §39M are followed, which means, sealed bid, central register notice, newspaper ad, bulletin board posted, 50% payment bond, 5% bid bond and the bidder must pay prevailing wages.

If the job is $100,000 or more, everything noted above applies except bidders must submit a 100% performance and payment bond, and must have DCAM certification for both general and filed subs.

Departments are not authorized to contract for work subject to C30§39m without approval of the City Engineer and the Director of Purchasing. The City Engineer is responsible to ensure that such projects are properly processed. The City Engineer will offer guidance and may assume or participate in project oversight.

Please note that change orders are allowed as long as they are within the current scope of services. If the scope is outside the original contract, then the new job must be bid. This applies to all contract types.

The following table shows which procurement laws apply to the different types of public construction work. ***

Type of Work	*Value*	*Applicable Law*
Building Construction/Repair	$1.00 to $24,999 $25,000 - $99,999 $100,000 and over	C149 C30 §39M C149
Public Works Construction/Repair	$10,000 to $24,999	Chapter 30B §5 or C30 §39M
Public Works Construction/Repair	Over $25,000	C30 §39M

***See the attached sheets from the Inspector Generals Office in the forms section of this manual.

Procurement during Emergencies:

Occasionally, a situation occurs where a threat to **health or safety** of persons or property necessitates the immediate purchase of a required commodity or service. In these instances, provisions are set forth to allow purchases directly from vendors without using formal purchasing procedures. There are three different definitions of what an emergency is according to the MGL's, so please read the following carefully.

Most procurement requirements remain in effect during emergencies to the extent that they do not impede efforts to protect persons and property.

When a Department Head/Supervisor determines that any given situation is in fact an emergency, certain procedures must be followed. The situation may warrant bypassing normal procurement procedures and formal advertising may be waived after consideration from the Purchasing Department. Written documentation of the circumstances and employee actions must be submitted to the Purchasing Department immediately. The state office of the Inspector General and DCAM must be notified of the emergency. The Purchasing Department will prepare the documentation to request a waiver. All emergency procurements must be approved by the Mayor.

True emergencies are **RARE**, and Departments must take responsibility to anticipate situations before they develop into emergencies. In addition, emergency measures allow only for the procurement of supplies or services necessary to meet the immediate needs or temporary resolution of a problem situation.

C149 Emergencies (Building):

You may dispense with normal bidding procedures for work needed to preserve the health or safety of people or property, or to alleviate an imminent security threat. Prior approval from DCAM is necessary. You may not artificially create an emergency simply by **putting off normal maintenance or repair work to buildings.**

C30§39M Emergencies (Public Works):

You may dispense with normal bidding procedures only in cases of "extreme emergency caused by enemy attack, sabotage, other such hostile actions or resulting from an imminent security threat, explosion, fire, flood, earthquake, hurricane, tornado or other such catastrophe". Only work necessary for the temporary repair and restoration to service of any and all public work in order to preserve health and safety of persons and property may be performed. Approval from DCAM is necessary. You may not artificially create an emergency simply by **putting off normal maintenance or repair work to public works.**

C30b Emergencies (General Supplies/Services):

If the time required to comply fully with Chapter 30B requirements would endanger the health or safety of people or their property due to an unforeseen emergency, you may procure the needed item or service. You however, must comply with c30B to the extent possible.

The Director of Purchasing may be contacted at any time during emergencies and will assist in whatever way needed to expedite procurement efforts. If the Director cannot be reached then the needed authority rests with the Department.

The Director of Purchasing is:

Tammy Tefft	413-572-6254 (office)
t.tefft@cityofwestfield.org	413-572-1708 (fax)
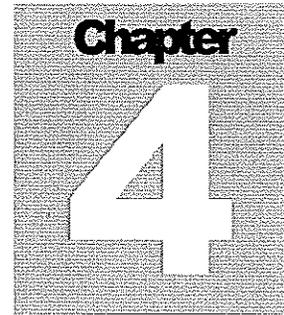
Making Purchases

The purchasing process is detailed in content, yet simple in principle. It is performed in part using the MUNIS system. Above all else, a purchase should not be made without a purchase order in place. All departments should utilize the procurement process as stated in this manual to insure that every purchase meets MGL and conforms to the ordinances set forth by the City of Westfield. Please keep in mind this manual is not a MUNIS training tool. This manual is to help departments with the purchasing function. Please see the MUNIS manual for technical questions.

Purchasing Procedures

1. A Department enters a requisition with a suggested vendor and an approximate cost into MUNIS.

2. The Department head approves the requisition and forwards the request to Purchasing.

3. Purchasing receives the requisition and does one of two things:

    o Approves requisition with vendor, description and price
    o Rejects requisition for needed information, including quotes, wrong codes or lack of pertinent information.

4. If the Purchasing Director or Buyer approves the requisition it is then converted to a purchase order.

5. The Purchasing Director runs a proof and confirms batch of purchase orders. Proof batch is printed and verified by Auditing as to the funding sources.

6. The proof is approved or rejected. Proof is sent back to purchasing to post or reject back to departments and then is sent to the Mayor's office for approval. All PO's require the Mayors approval, no department may give out the PO number until you receive the receiving copy of the PO.

7. Purchase orders are then posted and printed out.

   o Signed purchase order is mailed to the company along with any attachments.
   o Auditing receives the auditing copy.
   o Purchasing copy stays in Purchasing
   o Receiving copy goes back to departments.

8. Department receives goods with the packing slip; attach packing slip to receiving copy for records.

9. Purchasing receives invoices for all goods and services received by the City.

10. All invoices are sent to the departments to verify receipt of order or services.

11. Invoices, along with a copy of the purchase order, are then sent to Purchasing to be approved. If a Department is making a final payment, the **signed** receiving copy of the purchase order accompanies the invoice to Purchasing; this tells the Purchasing Office that a final payment is being made and the receiving copy of the purchase order is exchanged for the purchasing copy. If you are not making a final payment, a copy of the purchase order should accompany the invoice. Please remember to give the most updated copy of your purchase order.

12. Once approved the invoice goes back to the Departments.

13. Departments input the invoices on an electronic (excel) schedule of bills payable for payment and obtain the proper signatures. In most cases that would be the Department Head or the Board/Commission in charge of that department.

14. Once the schedule is approved it is sent to Auditing to be processed for payment.

15. Accounts Payable checks all invoices. If there is any question, schedules will be pulled and sent back to the departments.

16. Checks are cut and mailed to the vendors by the Treasurers Office.

Out of Pocket Purchases

Petty Cash

Use of petty cash is generally <u>not permitted</u>. The City Auditor authorizes the use of petty cash on a case-by-case basis.

Reimbursed Cash Purchases

City employees may on occasion and as circumstances dictate, with authorization or direction from their Department Heads and the Director of Purchasing, procure items on behalf of the City using personal funds. When properly authorized or so directed, employees will generally be entitled to reimbursement, subject to further approval by their department head and the City Auditor, please note that tax is not reimbursable.

In most cases, all purchases should be made with a vendor who takes the City of Westfield's purchase orders. When in doubt contact the Purchasing Office for guidance.

Requisitions

Requisitions begin the purchase order process. They are the means by which departments "place an order" with the Purchasing Department. They provide all the information needed to create a purchase order.

Purchase orders will not be issued without a requisition. You will use a requisition for the following:
1. When procuring all goods and services from providers.
2. When encumbering funds for any purpose.

Information for requisitions is entered via computer at the department's office using the MUNIS REQUISITION screen and is transmitted electronically to the Purchasing Department. Authorizations are applied electronically using a password. Requisitions may be modified or cancelled by the originating department at any time prior to the submittal to Purchasing. Once Purchasing has approved a Purchase Order, it may be modified or cancelled as described below. Please note: Purchase orders can not be modified in a way that puts them out of compliance with law or code. If circumstances involved with an acquisition would likely cause this result, consult Purchasing for guidance.

Rush Orders
Normally, Purchasing will process requisitions in the order received. A RUSH order is one that is taken out of queue and processed immediately upon receipt by Purchasing. This accommodation is made when a department is faced with a critical need that cannot be classified as an emergency. It is better to label a requisition "RUSH" than to bypass the Purchase Order process all together, Purchasing will make every effort possible to accommodate the rush orders, just give us a call.

Purchase Orders

A purchase order is a legal contract between the City and another party to provide goods or services. It is based on sound legal procurement practices and good faith dealing. It is enforceable in court when the good faith behind its creation can be established.

Purchase orders are important internal documents as well. Their use ensures that items are being acquired in compliance with law and code and are legitimate for City use, that funds are properly available for the purchase and are reserved in department's budgets for that purpose, and that a complete and accurate record of purchases is established.

Purchase orders are required for all acquisitions. Contracts for acquisition of items must have a purchase order assigned. All purchase orders are issued by the Purchasing Department upon proper authorization. Departments may not issue POs on their own authority without involving the Purchasing Department nor represent to suppliers that they are authorized to commit the City to an acquisition except as indicated in Procurement Emergencies (see page 13).

Types and Applications

Standard
Standard Purchase Orders are the normal product of the requisitioning process. They are issued to acquire specific items from authorized sources. Standard POs are typically used for non-recurring acquisitions.

Blanket
A Blanket Purchase Order is one that is issued for recurring purchases from the same Provider that applies to the same general or specific department need and spans an extended period of time. Blanket POs are often used to encumber budget funds for a given purpose to ensure that the purpose is adequately funded for the necessary timeframe. They typically set a "not to exceed" amount that serves as a benchmark or warning flag for both parties.

> Examples:
> > A department might requisition a Blanket PO for heating fuel, electricity or telephone services for an entire year, instructing the Provider to bill against a specific PO number.
>
> > A blanket purchase order can also be used for a specific building or road construction project and in smaller time and/or dollar increments to prompt evaluation of progress as the need arises to requisition new blanket POs.

Confirming
A confirming purchase order is one that "confirms" an acquisition that has already occurred. Confirming POs usually result from unanticipated acquisitions that occur on weekends or overnight. Emergency and extraordinary circumstances are also common generators of confirming purchase orders. All Departments are required to generate a requisition, as soon after the fact as usual staff is available for processing. The Purchasing Office is willing to generate purchase orders as quickly as needed, please contact the office for assistance with these orders.

Modifications and Cancellations (Purchase Order Maintenance)

Always consult the Purchasing Office when canceling or changing a purchase order, see form in the back of this manual. Please include the most current purchase order when you submit your purchase order maintenance.

Purchase orders may be modified at any time. Modifications may address any aspect of a purchase order, such as quantity, unit price, ship to address, "not to exceed" limits, or special instructions. Purchase orders may be increased or decreased at anytime as needed. Please know that if the purchase order references a contract, in some cases the contract will need to be modified by a change order please see the Purchasing Department for these situations. In the context of modifications, a purchase order is a guarantee to the provider that the items or services being supplied will be paid. Therefore, it is important to process modifications through Purchasing; if needed a modified purchase order to replace the original will be issued. Communication with the Provider is crucial. Purchasing should be advised and consulted if a disagreement arises between a provider and a department.

Purchase orders can be canceled by Purchasing at any time per instruction from originating departments. Purchasing may also authorize the department to contact the provider directly to cancel a purchase order. "Good Faith" on part of the City is key in such actions. Frivolous cancellations indicate "Bad Faith" and may have legal consequences. POs related to service work may also be canceled, but the City will be liable for the cost of any satisfactory work performed prior to the date of cancellation. Purchase orders may be closed if necessary. If all goods have been received or services performed and there is still a balance left on the purchase order, departments may choose to close the purchase order. All POs to be closed are processed through Purchasing when not closed through the accounts payable process.

Contracts

When Required

The City of Westfield Charter requires a written contract for all acquisitions. A purchase order will serve as the contract for acquisitions up to $4,999. For all acquisitions $5,000 and over, an official City of Westfield contract along with a purchase order is needed.

Content

The standard form of a contract was established and produced by the Law Department and the Purchasing Office. All contracts must include the following:

- o Complete identification and contact information of the client department.

- o Complete identification and contact information of the Provider.

- o A reference to the procurement document and its related successful quote, bid or proposal.

- o A summary description of the Item/Service being acquired and its price

- o Start and end dates.

- o Any special terms and conditions that vary from the standard inclusions. The Legal Department will be required to review all changes to a standard City of Westfield contract. Please allow for additional time with the review of any different terms.

Issuing and Processing

The Purchasing Office will create all contract documents needed. All contracts have to be approved as to form by the Law Department prior to issuance. The Purchasing Office will coordinate all efforts with any Vendor if they have a specific contract that they would like us to sign. Please note the City of Westfield will not do this on a regular basis, and in most instances will require vendors to sign our contracts.

Authorization Required

No contract is valid before all authorized City officials properly execute it. For the City, such persons include:

- o The highest authority of the department, such as a Department Head or Board/Commission.
- o The City Engineer for contracts pertaining to public work projects.
- o The Chief Procurement Officer/Director of Purchasing/Purchasing Agent.
- o The City Auditor
- o The City Solicitor
- o The Mayor

When City of Westfield Purchase Order's are not needed
(Please note that if you would like to encumber the money you may work with purchasing to establish a purchase order)

In State Travel
Claims
Labor Relations/Collective Bargaining
Intergovernmental Charges
Medical and Dental
Telephone
Dues & Subscriptions
Reimbursements (other than supplies)

Out of State travel
Court Judgments
Postage
Legal
Veterans Benefits
Personal Effects
Licenses

Commonly Used Codes: *The object codes are to be used as a guideline. If you have questions please, do not hesitate to contact the Purchasing Department or Auditing.*

520000-Purchase of Services	(Energy, utilities, repairs and maintenance, rental and leases, custodial services, professional and technical, conference registrations for instate transportation, telephone, postage, printing, mailing, and delivery services, lecturer or instructors).
540000-Supplies	(an item is a supply if it meets one or more of the following conditions: it is consumed in use, it loses its original shape or appearance with use, it is expendable, it is inexpensive, (ex: office supplies, repair & maintenance, custodial, vehicle and educational, etc) or it loses its identity by fabricating or incorporating it into a different item (ex. plow).
560000-Intergovernmental	(payments to other government entities)
571000-In State Travel	(costs for meals, hotels, and transportation for travel within the commonwealth.
572000-Out of State Travel	(all costs incurred for travel out of the commonwealth, including meals, hotels, transportation and registration)
578000-General Expenses	(Dues, Subscriptions, and memberships, insurance premiums)
585000-Additional Capital	(this is for expenditures for furniture, machinery and fixtures, rule of thumb if you cannot pick it up and walk around with the item it should go with this code)
585500-Additional Small Equipment	(equipment that can easily be picked up and moved around regardless of cost)
587000-Replacement Equipment	(expenditures for replacement of equipment already owned: example lawn mower replacing one that does not work.)
580000-Captial Project	(any type of major renovation to the office or garage)
589000-Other Capital	(land, buildings, plant or improvements)
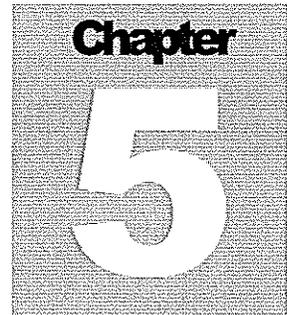
Verifying Receipt of Good/Services

The responsibility to certify that Items/Services have been "Received in Good Order" resides with the Department Heads. Such responsibility may be delegated verbally or in writing and may exist at various levels of the workforce.

When the Purchasing Office issues purchase orders, the department will receive a copy of the purchase order back. . **Please remember the receiving copy has to be signed by the department at all times.**

Receiving Supplies

Inspection is key to receiving. All shipping containers should be opened before acceptance to verify that what was ordered has been delivered and is in undamaged condition. Inspection left until later, after the deliverer has departed, often results in extensive effort by the departments and purchasing to return or exchange the items.

Deliveries will normally be accompanied by a packing slip or an invoice, which when signed by an authorized representative of the City serves as the provider's record that what was shipped was accepted by the customer as being in "good order". Departments should designate a limited number of employees to receive deliveries. Proper actions on their part will help to ensure department productivity and can avoid countless efforts by others in straightening out mishandled receiving. Packing slips and receiving pages of POs either match or do not match.

1. **When they match:**

   The packing slip and the PO will match if the delivery contains all items listed in the PO. This is normally the case. With some frequency, the situations described below also occur.

2. When they do not match:

Departments should respond according to the following guidelines. If there is any concern or uncertainty as to which reaction applies, contact the Purchasing Office at 413-572-6254 for guidance.

Condition Presented	Probable Reasons	City Reaction
1. Some or all of the items in the delivery differ from those listed on the purchase order.	Shipping containers were mislabeled. Items were packed in the wrong containers.	Do not accept the delivery and instruct the delivery person to take the rejected portion back. Advise the provider of the error and ask that it be corrected. Ask for a correct delivery to be made on a RUSH basis at no additional charge to the City.
2. Not all the items listed on the purchase order were included in the delivery.	The provider may have been out of stock. If so the packing slip should indicate that certain items are on "Back Order". If there are no "Back Order" notations, look for the number of packages/boxes listed on the packing slip. If the number is fewer than have been delivered, the other(s) may still be on the truck or they may have gotten separated during shipping.	Contact the provider to obtain a projected delivery date for the back-ordered items. If "Back Order" is not the reason for a partial delivery, and additional containers cannot be located by the delivery person, then alert the provider of the situation and ask for prompt resolution. Also ask to be informed of the resolution as soon as the provider has one.
3. Some or all of the items are damaged.	Improper handling during order filling or shipping.	Do not accept the delivery. Note the nature of the extent of the damage on the PO receiving copy. Work with the provider at receiving new items on a RUSH status at no additional charge to the City.

It is not uncommon to find that something ordered is not suited to its intended purpose. Delayed inspections may discover damage or non-ordered items with no readily available means for their return. When this happens, originating departments must process all returns. Exchanges of accepted delivered items are occasionally warranted. As with returns, originating departments must process exchanges. To be considered an exchange, a transaction must be for nearly identical item(s) at a comparable price. This should all be noted on the receiving copy when it is sent for payment.

Receiving Services

General Services

Services are different from supplies in that the quality of the service and the fact that it has been adequately rendered is often a matter of judgment and occasionally debate. Typically included in this category is consulting, processing, security, custodial and other services, in general, work performed by anyone other than a City employee for a fee.

Invoices for services should be closely scrutinized by departments to verify that the service(s) was in fact performed and done so at a quality level consistent with contracts issued for the work.

Because of the potential for error and even fraud, departments that have contracted for services should brief their supervisors on the work required of the contractor so they can monitor progress and attest to the outcome. Such oversight will be valuable at the time of the invoicing.

Service Calls

In general, all service calls should be monitored by a department supervisor to verify that the work is done without undue delay, in a professional manner, without damage or violation to City property and to ensure that the task was effectively executed (i.e. it accomplished what was needed). Reputable service persons will seek a signature upon reporting the results of their work to an authorized person before leaving the premises.

Design Services

Design services in the context of Massachusetts local government refers to those professional services rendered in designing renovations, substantial repair and construction of public buildings. A special process is set out in Massachusetts law for securing design services, (see page7) the result of which is required to be documented in a written contract. All contracts for Design Services must include a description of the benchmarks or milestones which will trigger payments.

Care and responsibility must be applied when scrutinizing the occurrence of these events. Their passage can be difficult to determine and often include multiple factors and unforeseen efforts. Because of the potential for error and even fraud, departments that have engaged design services should assign a capable employee to regularly monitor progress toward the intended result. This person will become a valued resource at the time of invoicing.

Building Construction and Repair

With very few exceptions, architectural and engineering professionals play a major role in building construction, renovation and repair. In certain instances qualified City staff may instead perform these services. They are normally engaged as the City's agent during construction. Their role is that of supervisor over the contractors doing the work and as guarantor to the City that the work was performed, that it was carried out as specified, and that the work performed was of good quality. They also act on behalf of and in conjunction with the City in making necessary decisions during the course of construction.

Many jobs, due to the cost, will require a "clerk of the works" and or a "project manager". They are normally present full time on the job site. They closely scrutinize the progress and performance of work, including materials used, application and installation methods, compliance with specifications and disputes between the architect and a contractor, or even among contractors. One of their key functions is to make sure that what was specified in the bidding process is in fact built as specified, and to bring any material change to the City for prior approval.

Construction invoices are typically based on the percentage of work completed that is linked to a specific amount to be paid when the milestone is reached. The milestones are based on a combination of time since the last payment and the amount of progress made toward completed elements of work that have an identifiable cost. A simple example would be a monthly invoicing schedule that in its first month calls for 100% of the payment related to building the foundation of a structure. Although such an accomplishment involves many aspects of work, its completion can be readily discerned. Its total cost may represent only 10% of the overall contract for construction and would be so billed.

Invoicing and verification of charges in construction can easily become very complex because of this, the City's agent, whether architect, engineer or construction manager must be the clearinghouse for invoices. No invoice should be authorized for payment without the agent's pre-approval. From there, and with the agent's recommendation to pay a specified amount, the department head can process the invoice through the appropriate governing body and forward it to Auditing for payment.

Public Works Construction and Repair

The administrative methods used for construction of public works vary. In complex and larger projects, such as water and sewer works, methods similar to those used in building construction are employed. For relatively routine work such as street paving, in-house supervisors normally perform the role of agent for the City. In either case, the person(s) supervising the work must be informed as to its nature and extent, the specifications to which must be completed, and should have a sound knowledge of the methods, materials and outcomes of such work. As with building construction, invoicing and verification of charges in public works construction can easily become very complex. No invoice should be approved for payment without the pre-approval of the City's on-site supervisor.
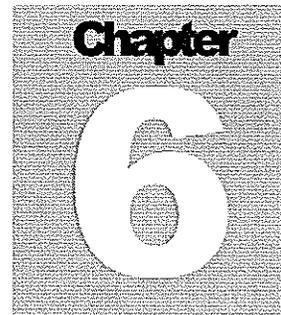
Making Payment

The City Charter empowers the various overseeing boards and commissions to authorize payments to providers. Prompt, accurate and complete payment are performance standards the City embraces, since their achievement fosters good business relationships, good service from providers, and can nurture the economic health of the community. Boards, commissions and department heads are responsible to uphold these standards.

Procedure of Payments

The invoice payment process is depicted below.

1. Invoice is sent to the department.
2. The originating department matches the invoice to the receiving copy of the purchase order and submits to Purchasing for approval of bill.
3. Purchasing checks invoice against purchase order and approves, sends invoice and purchase order back to department.
4. Departments list payments on a schedule, attached the invoices with appropriate purchase order and proceed to obtain the appropriate signatures, whether a board/commission or department head.
5. Schedule is sent to Auditing to be processed.
6. Treasurer issues checks.
7. Payment is sent to the appropriate vendor.
8. A stamped copy of the schedule is sent back to originating department.

Payment of invoices is initiated at the department level in the following manner:

A. **Exact Matches**

When an invoice is received, it is attached to the receiving copy of the purchase order and forwarded to Purchasing for approval, and then on to Auditing for payment.

B. Inexact Matches

When an invoice and its related purchase order do not match, the invoice should be handled as follows:

> ### 1) *Partial Invoices*
> Partial invoices are those that account for only a portion of the items listed on the purchase order. They should routinely be forwarded for payment without delay. DO NOT HOLD partial invoices. Process them along with all other payments for the current period.
>
> Attach copies of the following to the invoice and forward it first to Purchasing for approval and then on to Auditing for payment.
> - o   A copy of the receiving page(s) of the purchase order that lists the invoiced items. Circle the invoiced items. Clearly mark the purchase order copy "partial", initial and date it.
>
> Repeat the process as many times as needed to cover all items on the purchase order, attaching the signed and dated original receiving page of the purchase order to the final invoice, with it clearly marked "final". If delivery of items listed on the purchase order remains incomplete at this point, your "final" notation will instruct Auditing to close out the purchase order. If the remaining items need to be purchased at a later date, a new requisition will be required.

C. POs that refer to a contract

When a PO refers to a contract and incorporates its terms, follow the procedures above. Do not attach a copy of the contract. It will already be on file in both Purchasing and Auditing as part of the documentation required, but you should always check the invoice prices against the contract. It is your responsibility to make sure the vendors are charging you correctly. If a dispute comes up the Purchasing Department will become involved to resolve the situation.

D. Tracking transactions

All Departments are responsible for tracking all payment transactions through this process. Vendors with questions on payment will be referred to the originating department.

E. Payment Schedule

Invoices submitted by noon on Friday should normally be paid by checks issued no later than Friday of the following week. Check MUNIS for payment confirmation.

F. Closing Purchase Orders

All POs must be closed when their purpose has been accomplished. If they are not closed, the funds they encumbered remain unavailable to the originating department. POs may be closed, through the Purchasing Department with a purchase order maintenance form, using the MUNIS system. Originating departments may close a purchase order at any time, provided all payments against them have been made. Please work with Purchasing to close purchase orders. Please remember that your receiving copy of the purchase order must be signed when you are either making a final payment or closing the purchase order.
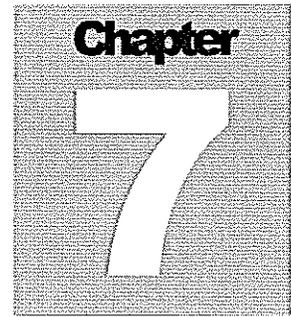
Miscellaneous Information

T he purpose of this manual is to help all departments with their day to day interactions with the Purchasing Department. Although the manual deals extensively with the actual process of purchasing, we should look at the other areas that involve Purchasing.

1. Phone Rules
2. Inventory Controls & how they relate to Insurance

At any time if more information is needed please contact the Purchasing Department directly.

Phone Rules

Although the city realizes that there will be times when you will need to make and or receive personal phone calls, we should note that this should be kept to a minimum for both landline and cell phones.

Landline Phones

There will be times when you are asked to explain phone calls and or faxes that you have made. Please understand we are not singling out any one person nor are we being intrusive to your department's business. However, the Director of Purchasing in conjunction with the Auditor have been instructed through MGL to ask for explanation on any unusual charges for the phones. These unusual charges are:
- ✓ Calls over 30 minutes in length
- ✓ Collect Calls-city policy does not permit collect calls
- ✓ Calls made outside the normal business hours
- ✓ Calls made on night or weekends
- ✓ Unusual Calls (such as multitude of calls made to a non-business number)
- ✓ Calls made to another country
- ✓ Three Way Calls
- ✓ Long Distance Calls

Any Department asked to explain a call should do so within three days of the request as the bills are held up for payment until this inquiry is responded to. Department personnel will be asked to reimburse the city for any personal call that falls within the above categories. This reimbursement must be made right away.

<u>Repairs and Replacement of phones</u>

Each Department is responsible for calling for repairs of their phones. If your phone is not working, as it should, please contact the computer center.

If it is determined that you have faulty equipment you must procure your equipment with a proper City of Westfield purchase order.

Cell Phone Calls

The cell phone is considered a significant tool that helps to expedite and enhance the quality of communication between city personnel. Cell phones are owned by the City of Westfield and should under no circumstance be abused for personal use. Your usage should be restricted to city business, however, we understand that there are times that personal calls need to be made or taken, we just ask that people be aware of their usage, as we all share minutes.

The Director of Purchasing is responsible for reviewing all cell phone usage detail reports and will investigate any unusual activity with the phones, such as usage after regular business hours, weekends and unexplained increases in minute usage. Unexpected costs on these phones will be the responsibility of the department personnel, such as:

<u>Directory Assistance calls:</u>
Each call to 411 costs $1.79.

<u>PCS Data Charges (Web Based Services):</u>
The city will not pay for PCS data charges. PCS data charges come from usage in some way or another from web based services. If you feel that you must use this function in order to perform your job, it must be approved by your department head and Purchasing.

<u>Text Messages:</u>
Please do not use this function. **All phone records, including text messages are public record.** Personal and explicit text messaging is strictly prohibited. If you feel that you must use this function in order to perform your job, approval by your department head and Purchasing is required. Excessive text messaging will be questioned.

<u>Push to Talk (Direct Connect Services)</u>
If your phone is equipped with a push to talk feature you should primarily use this feature to talk with other users as it does not use minutes.

The City of Westfield employees will conduct themselves in a lawful manner at all times while using the City of Westfield's cell phones. Although talking on a cell phone while driving is not yet against the law, we strongly discourage this practice.

The Purchasing Department must be notified immediately when a cell phone is lost. Replacement costs of the cell phones that are lost or stolen through negligence on the part of the user will be the responsibility of the user. The employee is responsible for returning all equipment

in the event of a reassignment/transfer, resignation or termination. The employee will be responsible for the cost of the cell phone and equipment if not returned.

All add to or changes in services should come through the Purchasing Department. No employee will be allowed to add on to the current cell phone plan.

Any question in this policy should be brought to the attention of the Director of Purchasing.

Inventory Controls & How This Relates to Insurance

The Purchasing Department is responsible for maintaining a full list of city owned equipment. This includes both vehicles and other equipment that may not be insured. In order for us to maintain an accurate list, the Purchasing Department must be notified of any change pertaining to your equipment. Once a year, the Purchasing Department will ask departments to go through the list of insured equipment and verify the accuracy of the list so the City is not paying for insurance it does not need. Any questions on this should be directed to the Director of Purchasing.
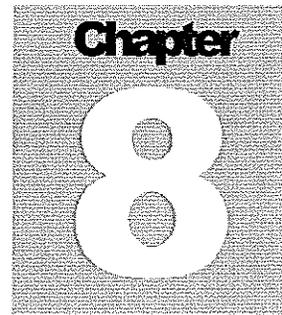
Comments & Appendix

This Manual was developed as a guide and tool for all Departments to utilize. This document is a work in progress and all Departments will receive updates as they become available. The Purchasing Department is committed to providing all City Departments, providers of the City and all others having dealings or contact with the City of Westfield with the utmost courtesy and respect. The Purchasing staff is here to assist every Department with your Purchasing needs and questions.

As a helpful guide, we have included the following forms for your use. Please feel free to copy all forms as you need them or visit the purchasing web site, www.cityofwestfield.org, to download them electronically.

- o   Contract Authorization Form (this is filled out in the beginning of every fiscal year, or as needed as Commissions or Boards change)

- o   Purchase Order Maintenance Form (New Form)

- o   Quoting Forms

- o   W-9 & Vendor Addition Forms

- o   Bidding Cheat Sheets from the Inspector General's Office

HEAD OF DEPARTMENT CONTRACT SIGNATURE AUTHORIZATION FORM
CITY OF WESTFIELD - PURCHASING OFFICE
(Instructions for completing this form are provided on the back of this page)
PLEASE SUBMIT COMPLETED FORM TO: Purchasing

Budget Fiscal Year: **2012**   Department Name: _____

Department Contact Person: _____

The following individuals are authorized to sign the transactions specified on this form on behalf of the Department Head or Secretary:

DESIGNEE NAME	FUNCTIONAL TITLE	RANGE OF AUTHORITY	DESIGNEE ORIGINAL SIGNATURE

I/we hereby authorize and direct the foregoing named disignee(s) for and on behalf of the department to negotiate, enter into, execute and deliver any and all agreements or contracts within the above stated range of authority required by the department in the performance of its duties within the ordinary course of the department's business. I/we hereby certify that the above delegation of contract signature that such delegation does not and cannot relieve the head of the department from any obligations or responsibilities imposed by law, rule, or ordinance.

_____   _____
Head of Department Signature   Date

_____
Print or Type Full Name

_____   _____
Head of Department Signature   Date

_____
Print or Type Full Name

_____   _____
Head of Department Signature   Date

_____
Print or Type Full Name

_____   _____
Head of Department Signature   Date

_____
Print or Type Full Name

_____   _____
Head of Department Signature   Date

_____
Print or Type Full Name

_____   _____
Head of Department Signature   Date

_____
Print or Type Full Name

_____   _____
Head of Department Signature   Date

_____
Print or Type Full Name

4/17/2012

PURCHASE ORDER CHANGE FORM

Date: _____

Department: _____

PO # _____ Vendor _____

CHECK APPROPRIATE LINE(S) AND ATTACH COPY OF PO

Change Org _____

Change Object _____

Increase ** _____ Line # _____

Add Line _____ Description: _____

Decrease _____ Line # _____

Cancel _____ If Change Order include copy

Close _____

Reopen PO _____ Amt to be encumbered $ _____

Vendor Name _____ If original (WHITE) copy was sent to the wrong
(change to) vendor, get it back and attach

Reason for Increase/Decrease _____

_____
Department Head Signature

_____
Processed by

_____
Purchasing Director Signature

** *If PO is set up for unit pricing you must increase or decrease accordingly.*
*ex: If the PO is set up as 4 items @ $25 each, you need to increase or decrease
in multiples of $25.*

FORMS WILL BE RETURNED IF THEY ARE NOT COMPLETELY FILLED OUT.

CITY OF WESTFIELD
PROCUREMENT QUOTE SHEET

TO BE USED FOR ALL PROCUREMENTS REQUIRING THREE QUOTES
MGL C30B

A COPY OF THIS MUST BE KEPT IN YOUR RECORDS AND ONE SUBMITTED WITH THE REQUEST FOR PURCHASE ORDER

Attach a detailed description of the product and/or service and complete this for the three price quotes:

VENDOR #1 Quoted Price _____ Date: ___/___/___

Vendor Name: _____ Phone: _____

Address: _____

Contact Person: _____

Notes: _____

VENDOR #2 Quoted Price _____ Date: ___/___/___

Vendor Name: _____ Phone: _____

Address: _____

Contact Person: _____

Notes: _____

VENDOR #3 Quoted Price _____ Date: ___/___/___

Vendor Name: _____ Phone: _____

Address: _____

Contact Person: _____

Notes: _____

Procurement Awarded To: _____

Reason: _____

I certify that the above information is correct.

Signed: _____ Date: ___/___/___
      Department Head

Approved: _____ Date: ___/___/___
      Purchasing Agent

CITY OF WESTFIELD

Dept making request _____

VENDOR ADDITION REQUEST

City of Westfield
Purchasing Department
59 Court Street
Westfield MA 01085

(413) 572-6254
(413) 572-1708 Fax

Please print or type all responses in black or blue ink
A sample invoice _must_ accompany this form. A completed W9 _must_ accompany this form

VENDOR NUMBER   (City use only)

NAME
(as it would appear on check)   _____

D/B/A   _____

ADDRESS LINE 1   _____
ADDRESS LINE 2   _____

CITY, STATE, ZIP   _____

MAIN TELEPHONE NUMBER   _____
MAIN CONTACT NAME
   (if applicable)   _____
FAX NUMBER   _____

Federal Employer Identification Number   ___ ___ - ___ ___ ___ ___ ___ ___ ___
                    (and / or)
        Social Security Number   ___ ___ ___ - ___ ___ - ___ ___ ___ ___

CORPORATION   (circle one)   YES   NO

VENDOR TYPE (check one)
___ Architectural Services   ___ Insurance Services   ___ Office Supplies
___ Boiler services   ___ Legal Services   ___ Security Services
___ Construction Services   ___ Medical Services
___ Copy Machine Services   ___ Plumbing   Other: _____
___ Electrical   ___ Printing Services   _____
___ HVAC   ___ Publishing

MA STATE AWARD CONTRACTOR   (circle one)   YES   NO
CONTRACT NO. & YEAR APPLICABLE   _____

APPLICABLE LICENSES OR CERTIFICATIONS (electrical, plumbing, HVAC, SOMWBA, etc)
Attach copy of any licenses or certifications

_____

_____

_____

| Form **W-9** (Rev. October 2007) Department of the Treasury Internal Revenue Service | **Request for Taxpayer Identification Number and Certification** | Give form to the requester. Do not send to the IRS. |

Print or type — See Specific Instructions on page 2.

Name (as shown on your income tax return)

Business name, if different from above

Check appropriate box: ☐ Individual/Sole proprietor   ☐ Corporation   ☐ Partnership
☐ Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶ _____
☐ Other (see instructions) ▶

☐ Exempt payee

Address (number, street, and apt. or suite no.)

Requester's name and address (optional)

City, state, and ZIP code

List account number(s) here (optional)

Part I   Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see How to get a TIN on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number

or

Employer identification number

Part II   Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and

2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and

3. I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here   Signature of U.S. person ▶   Date ▶

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),

2. Certify that you are not subject to backup withholding, or

3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

● An individual who is a U.S. citizen or U.S. resident alien,

● A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,

● An estate (other than a foreign estate), or

● A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

● The U.S. owner of a disregarded entity and not the entity,
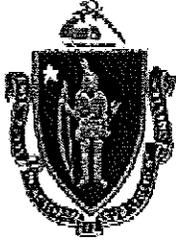
GREGORY W. SULLIVAN
INSPECTOR GENERAL

JOHN W. McCORMACK
STATE OFFICE BUILDING
ONE ASHBURTON PLACE
ROOM 1311
BOSTON, MA 02108
TEL: (617) 727-9140
FAX: (617) 723-2334

Dear Local Official:

The following charts were created by the Office of the Inspector General for local officials to use as a quick reference guide on public procurement procedures that must be followed pursuant to the Massachusetts General Laws. Your local rules may establish stricter or additional requirements that you must follow. Contact your chief procurement officer (CPO) or legal counsel for advice on your local rules and procurement procedures.

The charts highlight particular areas which may require compliance depending on the cost or the nature of your procurement. For example, the charts highlight, where applicable, the requirement for a ten-hour course in construction safety and health approved by the United States Occupational Safety and Health Administration (OSHA). Pursuant to M.G.L. c.30, §39S, any person submitting a bid for, or signing a contract to work on, a public building or public works project estimated to cost more than $10,000, must certify under the pains and penalties of perjury that he or she is able to furnish labor in harmony with all other elements of labor employed in the work and that all employees employed on the worksite, or in work subject to the bid, have successfully completed at least ten hours of OSHA approved training. The charts are meant to provide a general overview of the principal public procurement statutes, and are not a substitute for the advice of legal counsel.

Any suggestions for the charts or questions concerning M.G.L. c.30B may be directed to this Office by calling 617.722.8838. Questions concerning M.G.L. c.149, M.G.L. c.30, §39M, and M.G.L. c.7 may be directed to the Office of the Attorney General by calling 617.727.2200 or your legal counsel.

Prevailing wage rate sheets may be requested online at http://www.mass.gov/dos/pwrequest or by calling the Division of Occupational Safety at 617.727.3492.

Central Register advertisements may be submitted online at
http://www.sec.state.ma.us/spr/sprcentral/infosubmit.htm to the Secretary of the Commonwealth. The submission deadline is 4:00 pm on Tuesday.

Goods and Services Bulletin advertisements may be submitted online at
http://www.sec.state.ma.us/sprpublicforms/GSSubmissionform.aspx to the Secretary of the Commonwealth. The submission deadline is 4:00 pm on Wednesday.

Sincerely,

Gregory W. Sullivan

Gregory W. Sullivan
Inspector General

August 2010 revision

M.G.L. c. 149 -- BUILDING CONSTRUCTION CONTRACTS

Estimated Contract Amount	Under $10,000[1]	$10,000 to $24,999	$25,000 to $100,000	Over $100,000	Over $10,000,000
Procurement Procedure	Sound business practices	Solicit written responses.	Sealed bids (using M.G.L. c.30, §39M procedure).	Sealed bids.	Solicit statements of qualifications prior to soliciting sealed bids.
Advertising Requirements	No.	Advertise once in the *Central Register*[2] and post a notice on your jurisdiction's website and bulletin board for at least two weeks before responses are due. Posting on Comm-PASS is optional.	Advertise once in the *Central Register* and a newspaper at least two weeks before bids are due, and post on your jurisdiction's bulletin board for at least one week before bids are due. Posting on Comm-PASS or your website is optional.	Advertise once in the *Central Register* and a newspaper at least two weeks before bids are due, and post on your jurisdiction's bulletin board for at least one week before bids are due. Posting on Comm-PASS or your website is optional.	Advertise the request for qualifications once in the *Central Register*, newspaper, and Comm-PASS at least two weeks before responses are due.[3]
DCAM Certification	No.	No.	No.	Required for general bidders and filed sub-bidders.	Required for general bidders and filed sub-bidders.
OSHA Training	No.	Yes.	Yes.	Yes.	Yes.
City/Town Prequalification	No.	No.	No.	Optional.[4]	Yes.
Filed Sub-bids	No.	No.	No.	Yes ($20,000 and over).	Yes ($20,000 and over).
Bid Deposit	No.	No.	5% of the value of the total bid.	5% of the value of the total bid, or sub-bid.	5% of the value of the total bid, or sub-bid.
Payment Bond	No.	No.	50% payment bond.	100% payment bond.	100% payment bond.
Performance Bond	No.	No.	No.	100% performance bond.	100% performance bond.
Prevailing Wage	Yes.	Yes.	Yes.	Yes.	Yes.
Contractor Evaluation	No.	No.	No.	Yes.	Yes.

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[1] M.G.L. c.149, §44A(2)(A) as amended by Chapter 188 of the Acts of 2010.

[2] M.G.L. c.9, §20A and accompanying regulations require all contracts for construction services and all contracts for construction materials to cost $10,000 or more to be advertised in the *Central Register*.

[3] The advertising procedures listed pertain only to the request for qualifications. Within 14 days of the completion of the prequalification evaluation process, you are required to post a notice in your jurisdiction and on Comm-PASS listing those general and subcontractors who have been prequalified. A copy of the notice must be sent via first class mail, postage pre-paid to all prequalified general and subcontractors along with an invitation to bid. The invitation to bid must have a deadline of at least two weeks. Although you may only consider bids from those general and subcontractors who have been prequalified, the advertising requirements for building construction contracts over $100,000 apply.

[4] If you decide to use the optional prequalification process for projects over $100,000, follow the procedures listed in the "Over $10,000,000" column.

August 2010 revision

M.G.L. c. 30, §39M
PUBLIC WORKS (NON-BUILDING) CONSTRUCTION

Estimated Contract Amount	$10,000 and under	Over $10,000 to $25,000		Over $25,000
			M.G.L. c.30B, §5 Option[1]	
Procurement Procedure	No.	Sealed bids.	Sealed bids.	Sealed bids.
Advertising Required	No.	Advertise once in the *Central Register* and your local newspaper at least two weeks before bids are due, **and** post a notice on your jurisdiction's bulletin board for one week before bids are due.	Advertise once in the *Central Register* and your local newspaper at least two weeks before bids are due, **and** post a notice on your jurisdiction's bulletin board for one week before bids are due.	Advertise once in the *Central Register* and your local newspaper at least two weeks before bids are due, **and** post a notice on your jurisdiction's bulletin board for one week before bids are due.
DCAM Certification	No.	No.	No.	No.
OSHA Training	No.	Yes.	Yes.	Yes.
City/Town Prequalification	No.	No.[2]	No.	No.
Filed Sub-bids	No.	No.	No.	No.
Bid Deposit	No.	5% of the value of the total bid.	No.	5% of the value of the total bid.
Payment Bond	No.	No.	No.	50% payment bond.
Performance Bond	No.	No.	No.	No.
Prevailing Wage	Yes.	Yes.	Yes.	Yes.

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[1] Authorized by M.G.L. c.30, §39M(d).

[2] Although M.G.L. c.30, §39M does not mandate a contractor prequalification process, prequalification of bidders by the Massachusetts Highway Department is required for contracts of $50,000 or more where the awarding authority receives State Aid funds under M.G.L. c.90, §34, or the work is on a state road, regardless of whether the awarding authority receives State Aid funds under M.G.L. c.90, §34.

August 2010 revision

M.G.L. c.7, §§38A½-O PUBLIC BUILDING PROJECTS DESIGN

SERVICES -- Cities, Towns, Regional School Districts, and Horace Mann Charter Schools[1]

Estimated Construction Cost (ECC)/Estimated Design Fee	ECC $100,000 or less or Estimated Design Fee less than $10,000	ECC more than $100,000 and Estimated Design Fee $10,000 or more (both ECC and design fee thresholds must be met before the designer selection procedure is required.)*
Procurement Procedure	No. Recommend soliciting qualifications and prices from at least three designers.	Qualifications-based selection process. Jurisdiction must either set the design fee or set a not-to-exceed fee limit and negotiate the fee with the top-ranked designer within the fee limit.
Advertising Required	No.	Advertise once in the *Central Register* and your local newspaper at least two weeks before the deadline for filing applications.
Designer Selection Board[1]	No.	No – adopt selection procedure in writing.[23] Use "DSB Application for Municipalities."
Designer Evaluation (Submit to DCAM and Designer Selection Board)	No.	Yes.
Registration	Yes.	Yes.
Insurance	No.	10% of the total cost of the project or $1 million, whichever is less.
Prevailing Wage	No.	No.

*In December 2008, the Designer Selection Board revised its "Guidelines for City and Town Building Projects" to clarify that both thresholds must be met.

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[1] Executive Departments of the Commonwealth and Commonwealth Charter Schools are subject to the jurisdiction of the Designer Selection Board when the design fee is $10,000 or more and the construction project is estimated to cost $100,000 or more.

[2] Cities, Towns, School Districts, and Horace Mann Charter Schools are required to adopt their own procedures for selecting designers for building projects. These procedures must conform to the purposes and intent of the designer selection process as outlined in M.G.L. c.7, §§38A½-O and noted herein. See the *Model Designer Selection Procedures for Municipalities and Other Local Public Agencies* developed by this office at http://www.mass.gov/ig/publ/dsbguide.htm.

[3] Housing Authorities must follow the procedures established by the Department of Housing and Community Development for design of state-funded housing. Projects requesting funding from the Massachusetts School Building Authority (MSBA) are subject to MSBA rules.

M.G.L. c.30B Procurement of Supplies and Services

Estimated Contract Amount	Under $5,000	$5,000 to $24,999	$25,000 and over
Procurement Procedure	Sound business practices.[1]	Solicit three written or oral quotes.	Sealed bids or proposals. (M.G.L. c.30B, §§5 or 6).
Advertising Required	No.	No.	Advertise once in a newspaper of general circulation at least two weeks before bids or proposals are due, and post a notice on your jurisdiction's bulletin board or website for two weeks before bids or proposals are due. If $100,000 or more, advertise once in the *Goods and Services Bulletin*.
Award contract to:	Responsible[2] person offering a competitive price.	Responsible person offering the lowest price.	Under §5, the responsive[3] and responsible bidder offering the lowest price. Under §6, the most advantageous proposal from a responsive and responsible proposer taking into consideration price and evaluation criteria.
Written Contract[4]	No.	Yes.	Yes.
Maximum Contract Term[5]	Three years, unless majority vote authorizes longer.	Three years, unless majority vote authorizes longer.	Three years, unless majority vote authorizes longer.

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[1] M.G.L. c.30B, §2 defines sound business practices as "ensuring the receipt of favorable prices by periodically soliciting price lists or quotes."

[2] M.G.L. c.30B, §2 defines a responsible bidder or offeror as "a person who has the capability to perform fully the contract requirements, and the integrity and reliability which assures good faith performance."

[3] M.G.L. c.30B, §2 defines a responsive bidder or offeror as "a person who has submitted a bid or proposal which conforms in all respects to the invitation for bids or request for proposals."

[4] M.G.L. c.30B, §17(a) states "All contracts in the amount of [$5,000] or more shall be in writing, and the governmental body shall make no payment for a supply or service rendered prior to the execution of such contract."

[5] M.G.L. c.30B, §12(b) states "Unless authorized by majority vote, a procurement officer shall not award a contract for a term exceeding three years, including any renewal, extension, or option."

City of Westfield
Payroll Run Documentation

Regular Payroll

PRIOR WEEK PAYROLL TASKS

0. Complete/Fill In Payroll Run Check List – use payroll dates spreadsheet for warrant, cycle, dates information, etc.

1. Start Payroll & T/A Switch
Payroll & Personnel – Payroll Processing Functions – Payroll Start/Status

PAYROLL START/STATUS SUMMARY SCREEN
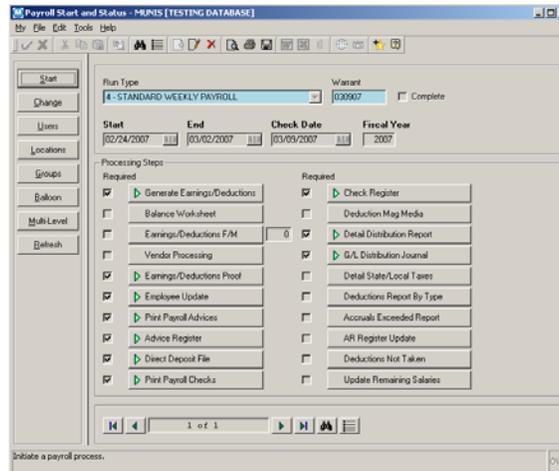
A. Click on START
    Click on START again
    Complete screen per run check list
    Tab through defaults for non-defined items
    When completed, close screen

B.   Click on USERS
    Click on SWITCH & confirm
    When completed, close screen

    Can exit Munis when completed.
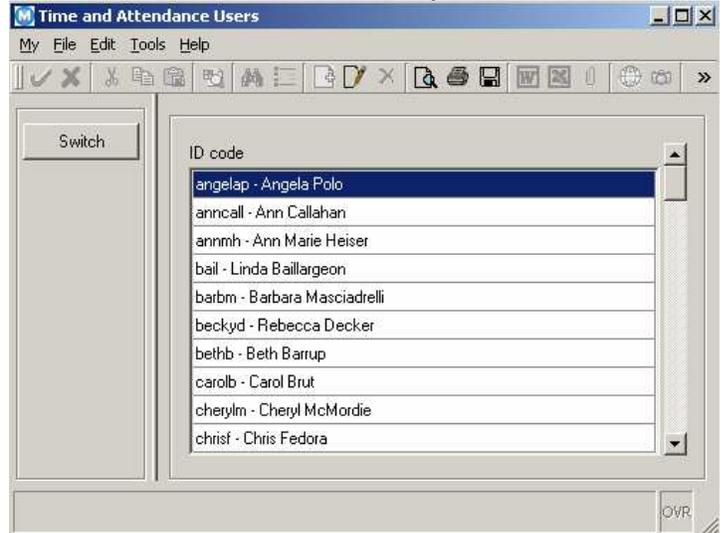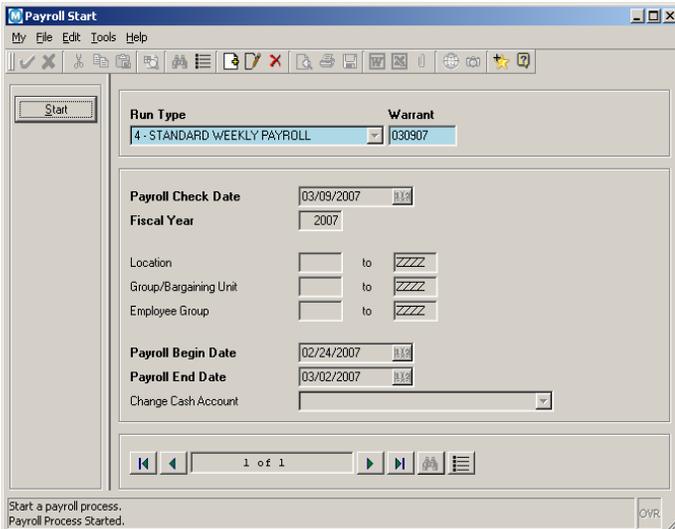
2. Email Notification

Send when step 1 completed for payroll

Open Email program. Send email with attached message or similar. Send to group located in Tech Center Contacts address book.
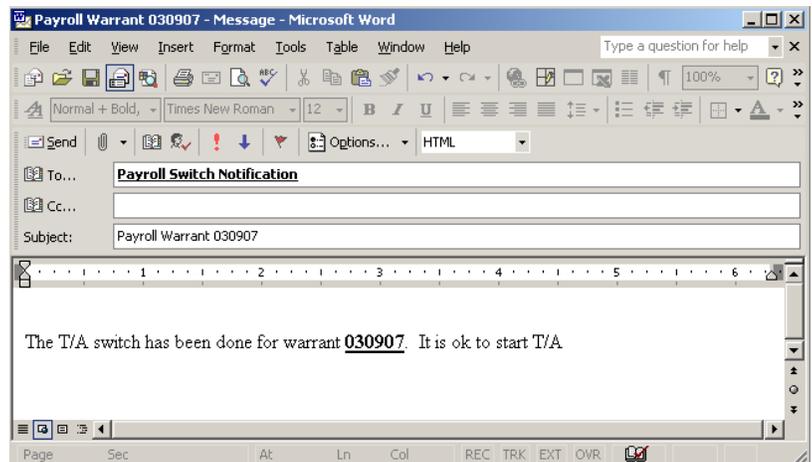
CURRENT WEEK PAYROLL TASKS

1. Master File Changes

2. T/A Entry

3. Payroll Generation – wait for both ok's for City (Personnel) & School (Auditor)

      Payroll & Personnel – Payroll Processing Functions – Payroll Start/Status – Payroll Start/Status Summary Screen
           Find correct warrant (if not showing on screen) – Click on Change

      Click Generate Earnings/Deductions – confirm payroll
      Define
           Complete screen per run check list for payroll

Range Tab	Payroll Periods Tab
Change Location From/To as directed:	
C000 to H999 OR **S000 to S999**	Change Period Type & Deduction cycle as directed
Tab through defaults for non-defined items	Tab through defaults for non-defined items
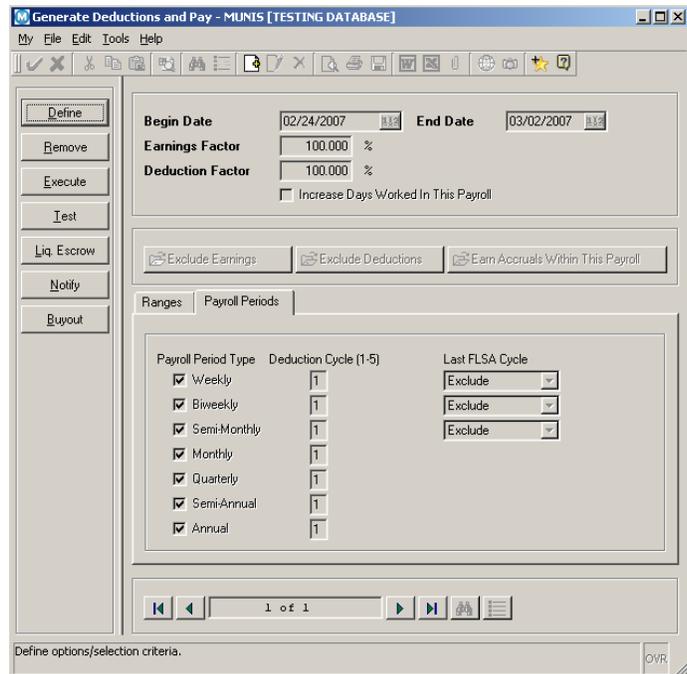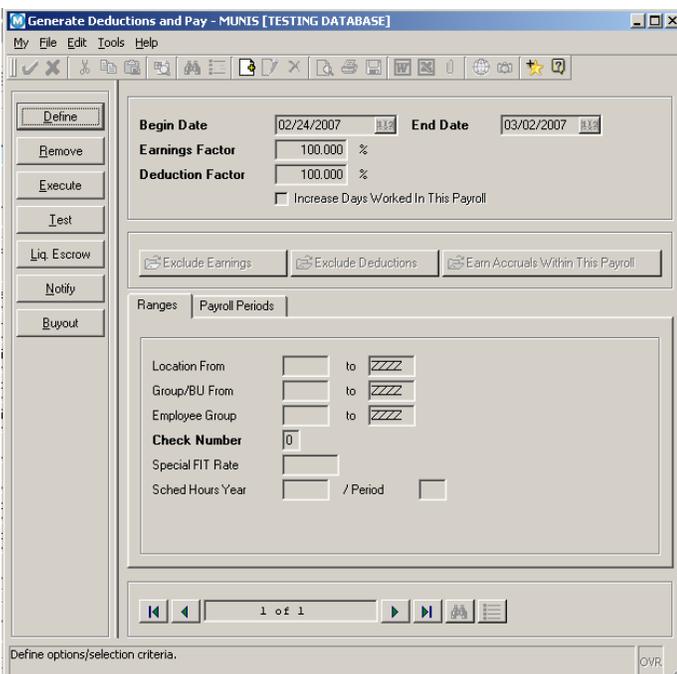
Execute

      Click Notify

      When completed – exit back to Payroll Start/Status Summary Screen

4. Earnings Deductions File Maintenance (EDFM)

      Payroll & Personnel – Payroll Processing Functions – Payroll Start/Status – Payroll Start/Status Summary Screen
           Find correct warrant (if not showing on screen) – Click on Change

           Click on Earnings Deductions File Maintenance – confirm payroll
           Enter any C-Pay entries
           When completed – exit back to Payroll Start/Status Summary Screen

5. Earnings Deductions Proof

      Payroll & Personnel – Payroll Processing Functions – Payroll Start/Status – Payroll Start/Status Summary Screen
           Find correct warrant (if not showing on screen) – Click on Change

     Click on Earnings Deductions Proof – confirm payroll
     Define
        Primary Report Tab
   Proof option   B – Detail Proof
           Report Seq   04 – LOC/NAME – TOTALS BY LOC
           Page Break   L – Location
           Print Text   N – No Text   Location/Org Ranges Tab
           Uncheck print emp SSN   Location – Define from/to as needed
           Check print payroll statistics
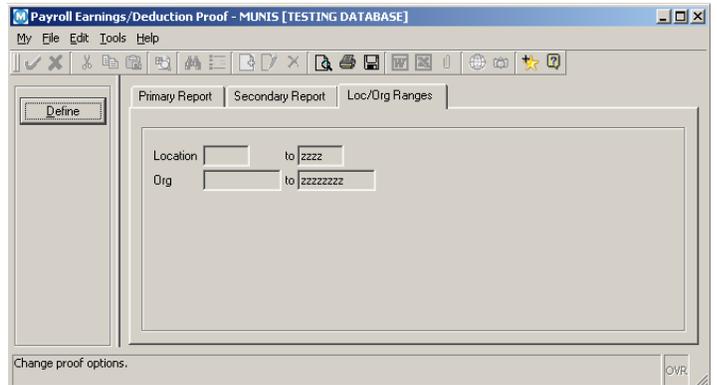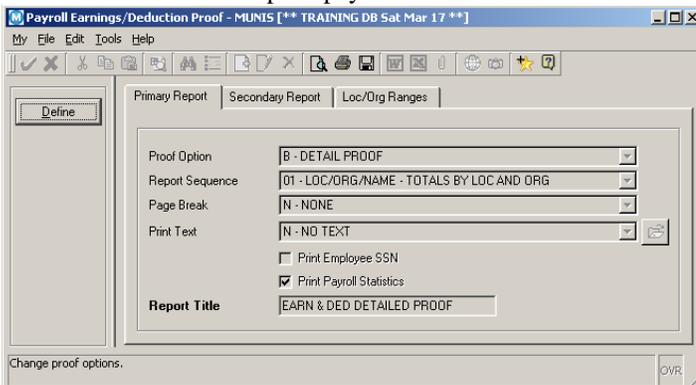
           Output to printer – Balance departments
           If you receive pop up message – click OK
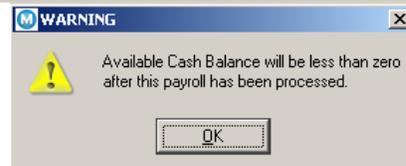
      When completed – exit back to Payroll Start/Status Summary Screen

6. T/A move (wait for email from Auditor) – Error Checking

      Payroll & Personnel – Payroll Processing Functions – Payroll Start/Status – Payroll Start/Status Summary Screen
           Find correct warrant (if not showing on screen) – Click on Change

Click on Earnings Deductions File Maintenance – confirm payroll
At initial screen – Click on printer icon –
     if no errors message will print at left bottom corner   If errors - Choose Option 3 (All Errors) – OK

All serious errors must be corrected before continuing. Re-run error listing.
If any W-GL ACCOUNT NOT FOUND – Fax copy of report to Auditors

*note – if you get a message – S – More than 30 pay lines
Go to EDFM – find employee – check pay screen – Delete any pay type with no hours or money, until there are 30 pay types or less

## 7. Earnings/Deduction Proof – Print Final Proof

Payroll & Personnel – Payroll Processing Functions – Payroll Start/Status – Payroll Start/Status Summary Screen
Find correct warrant (if not showing on screen) – Click on Change

Check next to Earnings/Deduction File Maintenance –
if 0, continue below.
Otherwise contact :
Auditor, Personnel,School Payroll, HR, Business Ofc
Request they get out of payroll, emp mtnce
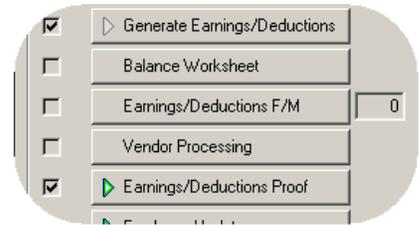
NOTE: if munis crashes on someone while they are in EDFM, it may reflect >0
Can run final proof anyways (Step 7), and accept error message

Click on Earnings Deductions Proof – confirm payroll
Define
Primary Report Tab
Proof option   A – Final Proof
Report Seq   04 – LOC/NAME – TOTALS BY LOC
Page Break   L – Location
Print Text   N – No Text   Location/Org Ranges Tab
Uncheck print emp SSN   Location – Define from/to as needed
Check print payroll statistics
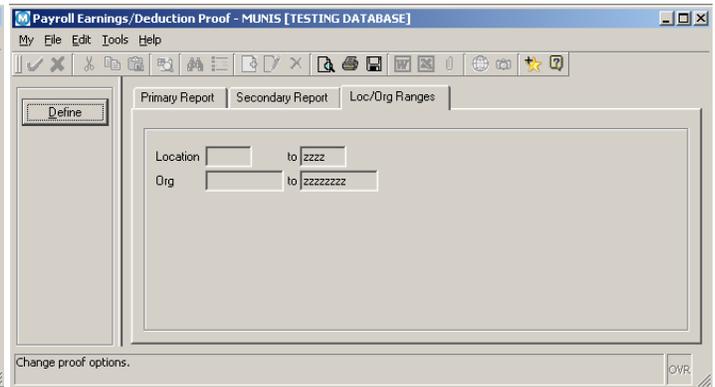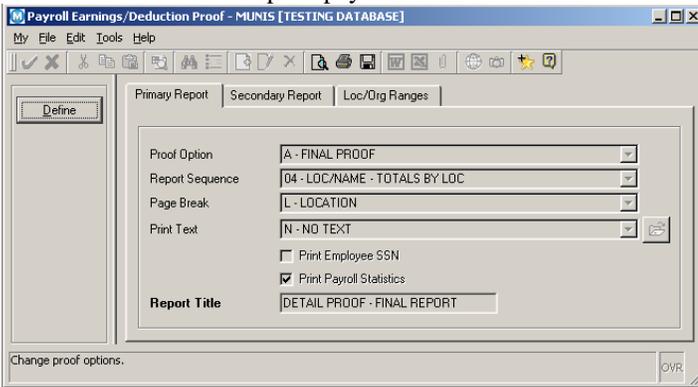
File – Output – check box to print to file
file name: **4finxxxxxx (city)**
8finxxxxxx (school)
(where xxxxxx = warrant #)
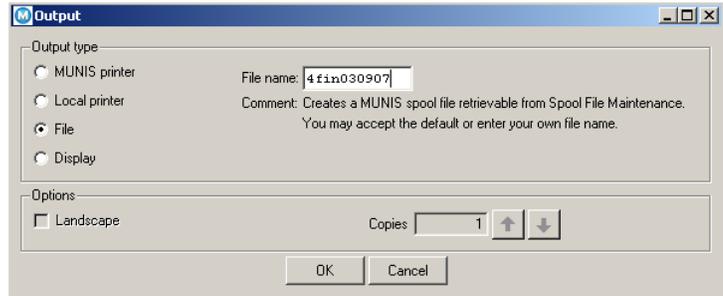
If you receive pop up message – click OK
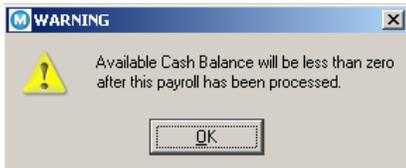
When completed – exit back to Payroll Start/Status Summary Screen

Print summary pages of Final proof – 2 copies   CITY ONLY: Print C912-C913 Total Pages
Dept Menu – Spool F/M
Find – in spool file name enter ***xxxxxx*** *   (where xxxxxx = warrant #)
Highlight file – click green checkmark or hit enter – will display file
Go to last page of report, then go back 1 page at a time to Earnings Summary
note page # of Earnings Summary to last page of prior Position Budget Overages
DO NOT PRINT Position Budget Overages Pages
Close display
Make sure file you want is still highlighted
Print Files – Use Page Ranges – click OK
X: check off   Cpy: 2   Start: 1st page to print   End: last page to print
Click green check mark or hit enter to print
Close spool file maintenance

8. Employee Update

Payroll & Personnel – Payroll Processing Functions – Payroll Start/Status – Payroll Start/Status Summary Screen

Find correct warrant (if not showing on screen) – Click on Change

Check next to Earnings/Deduction File Maintenance –

if 0, continue below.

Otherwise contact :

Auditor, Personnel,School Payroll, HR, Business Ofc
Request they get out of payroll, emp mtnce

NOTE: if munis crashes on someone while they are in EDFM, it may reflect >0
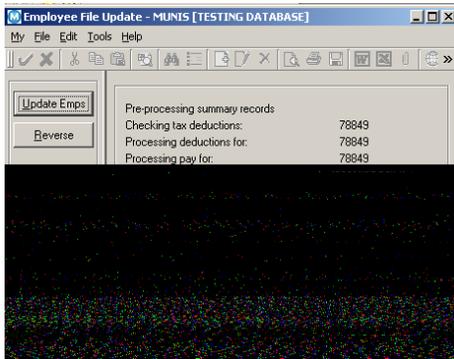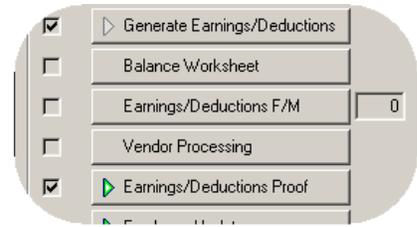
Click on Update
Click OK when completed
May flash e-mail pop up message (Generating Sending e-mails)

When completed – exit back to Payroll Start/Status Summary Screen

NOTE: Accrual errors – Screen print and give to Steve Z to be fixed – OK to continue even if errors not fixed right away

If you get 4 messages you will get a message you can not continue   **Unless you get a can't continue msg**
Get out of update program – red mark next to Update box   **disregard this msg to the left**
Errors already identified **MUST BE FIXED** immediately

Click on Update – then click on Restart
If you get more than 4 additional messages – will be locked out of update **Not sure if program will**
Munis will have to fix problem   **still lock you out.**

9. Print Payroll Advices (Direct Deposit)

> Payroll & Personnel – Payroll Processing Functions – Payroll Start/Status – Payroll Start/Status Summary Screen
>> Find correct warrant (if not showing on screen) – Click on Change

> Click on Print Payroll Advices – confirm payroll
> Click Change
>> Enter/verify starting check # - screen should look like below
>>> Edit message if necessary – Enter to save

> Lineup for laser printer
>> Make sure boxes are in sequential order
>> Load forms in Tray 4 – Face Down – top of form toward wall
>> Check will start printing from the top of pile

> Click on Print Checks/Adv
>> **Use bulk_rp as primary printer, bulk2_rp as secondary printer**

> When completed – exit back to Payroll Start/Status Summary Screen

NOTE: See Reprint procedures if necessary

DO NOT RELEASE ADVICES UNTILTHEY HAVE BEEN CHECKED AGAINST DIRECT DEPOSIT ADVICE REGISTER

10. Advice Register
> Payroll & Personnel – Payroll Processing Functions – Payroll Start/Status – Payroll Start/Status Summary Screen
>> Find correct warrant (if not showing on screen) – Click on Change

Click on Advice Register – confirm payroll
> Define as indicated below – Main & Output Options tabs only – save settings

Company Descriptive Date = CHECK DATE

Checking Account # = verify number for payroll (different for regular/retirement)

Click Register – output to printer
Click Bank Report – output to printer **(BALANCE TOTAL TO TRANSMIT FILE TOTAL)**
Click File Tape – will create file – when complete, name is under Media file path

When completed – exit back to Payroll Start/Status Summary Screen

11. Transmittal File Creation (Direct Deposit)
      Command Prompt
            H:\> **J:**
            J:\> **cd payroll**
            J:\ payroll> **mkdir xxxxxx**
            J:\payroll> **cd xxxxxx**
            J:\payroll\xxxxxx> **telnet munis**
                  Where <u>xxxxxx</u> = current warrant #
               – logon as yourself
        After logon – follow script below
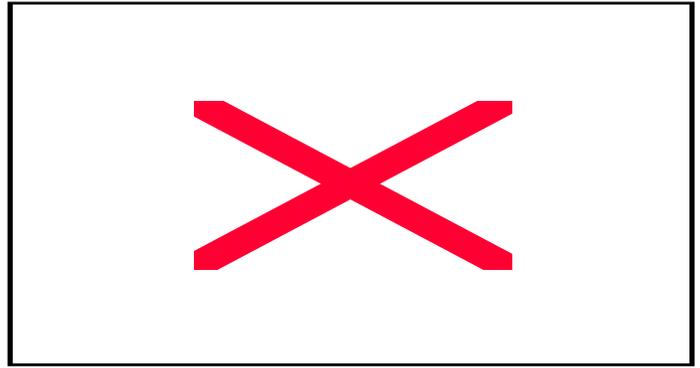
At menu hit **cntrl ** (control key and backslash key at same time)

$ **cd /u2/live/spool**
$ **pwd**
$ **./createg**
$ **/usr/bin/bulk3_ls westreg**(or **/usr/bin/blk2d_ls westreg**)
$ **exit**

STOP & CHECK PRINTOUT
      Check payroll date
      Check #1046001356
      Check header on top of file:
            CITY OF WESTFIELD and PPDPAYROLL
      Check totals at end of printout
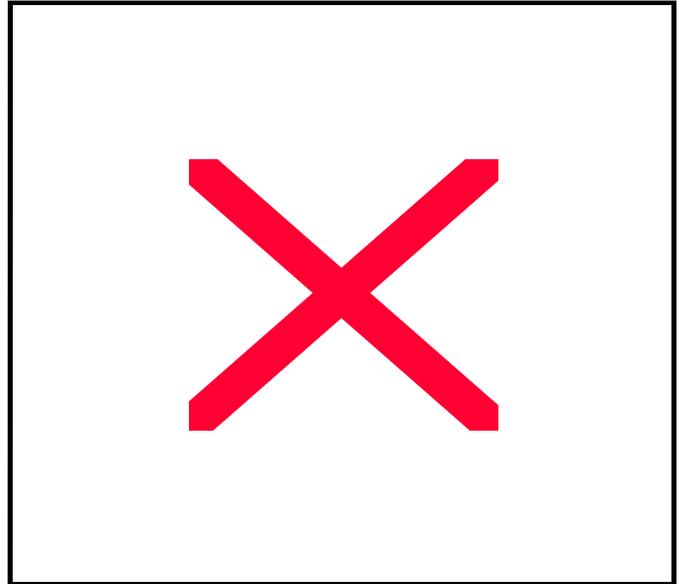
J:\payroll\xxxxxx> **ftp munis**
        – logon as yourself

ftp> **cd /u2/live/spool**
ftp> **pwd**
ftp> **get westreg**
ftp> **quit**
J:\payroll\xxxxxx> **exit**
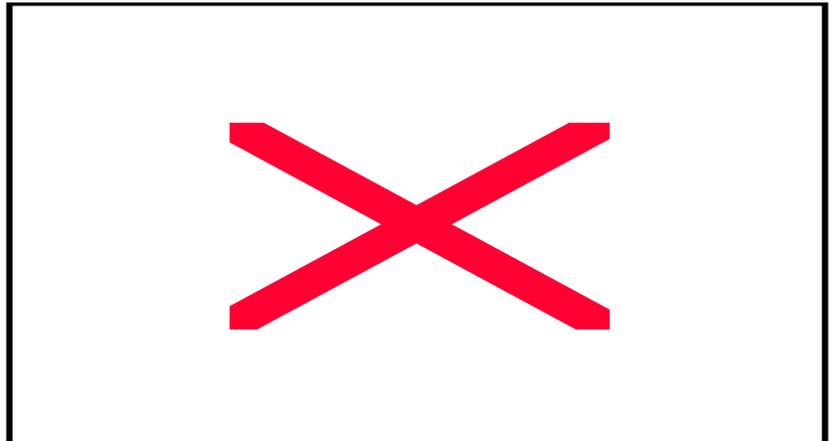
12. Print Payroll Checks

Payroll & Personnel – Payroll Processing Functions – Payroll Start/Status – Payroll Start/Status Summary Screen

Find correct warrant (if not showing on screen) – Click on Change

Click on Print Payroll Checks – confirm payroll
Click Change

Enter/verify starting check # - screen should look like below

Edit message if necessary – Enter to save

Lineup for laser printer

Make sure boxes are in sequential order
Load forms in Tray 4 – Face Down – top of form toward wall
Check will start printing from the top of pile

Click on Print Checks/Adv
Use bulk3_rp as primary printer, bulk_rp as secondary printer

When completed – exit back to Payroll Start/Status Summary Screen

NOTE: See Reprint procedures if necessary

DO NOT RELEASE CHECKS UNTIL THEY HAVE BEEN CHECKED AGAINST ACH CHECK REGISTER.

13. Check Register/Magnetic Media.
> Payroll & Personnel – Payroll Processing Functions – Payroll Start/Status – Payroll Start/Status Summary Screen
>> Find correct warrant (if not showing on screen) – Click on Change

> Click on Check Register – confirm payroll
> Click Define if necessary.
> DOUBLE CHECK BANK ACCOUNT NUMBER – it changes for retirement payroll

> Click on print icon print to laser

> **Note name of magnetic file at bottom of screen when finished. You will need this filename in step 14**

14. Check Reconciliation ACH File Creation

Command Prompt
       H:\> **J:**
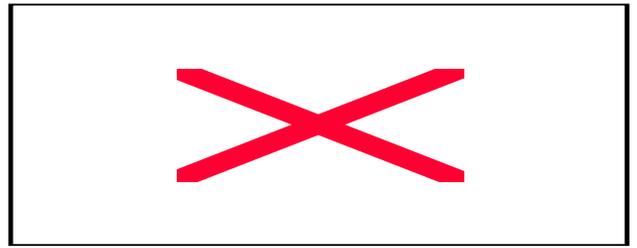   J:\> **cd payroll\xxxxxx**
       J:\payroll\xxxxxx> **telnet munis**
              *Where xxxxxx = current warrant #
          – logon as yourself
       After logon – follow script below

At menu hit **cntrl ** (control key and backslash key at same time)

$ **cd /u2/live/spool**
$ **pwd**
$ **rm achfile**
rm achfile Y/N? **Y**   (this may or may not be asked)
$ **mv prchkrmg.nnn achfile**
$ **chmod 777 achfile**
$ **./createach**
Bank Boston ACH Transmission
ACH file WESTACH is ready for file transfer
$ **/usr/bin/blk3d_ls westach** (or **/usr/bin/blk2d_ls westach**)
$ **exit**

STOP & CHECK PRINTOUT
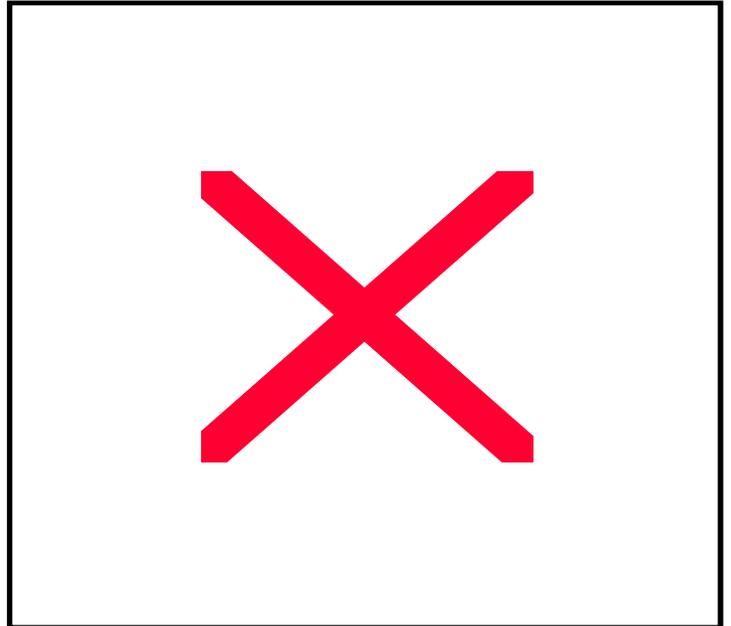   Check payroll date
       Check header on top of file
            STRIPS WESTFIELD MA
            acct # 0001162179
       check beginning & ending check numbers

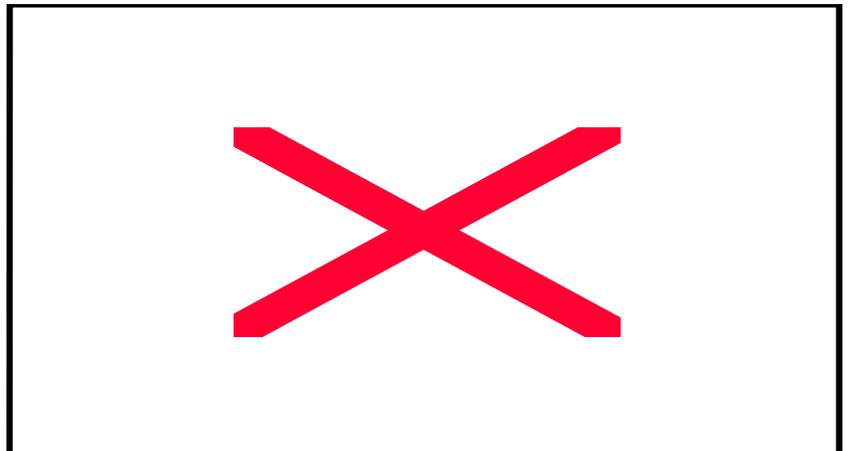J:\payroll\xxxxxx> **ftp munis**
       – logon as yourself

ftp> **cd /u2/live/spool**
ftp> **pwd**
ftp> **get westach**
ftp> **quit**
J:\payroll\xxxxxx> **exit**

15. Bank Notification (Direct Deposit) ADD 9000 & 9001 for Direct Deposit Total
    Complete form
    Call VRU – Record Confirmation number

16. Transmit Direct Deposit file

DO NOT USE PHONE DURING TRANSMITAL

Start
Dial Connections
Direct Deposit.ht
Click OK
Click Dial
After connection, you should get login prompt.
        User name   **PE13803I**
        Password   **R2UT1363**
Wait until you see "The current file transfer protocol is KERMIT".
Under transfer menu, click on Send File.
        Make sure protocol is **Kermit**
        Type in **J:\payroll\xxxxxx\westreg** in filename box
                (xxxxxx = curr war #)
        Click send.
Send status box will appear.
When box closes, select Exit from file menu.
Click YES to disconnect.

17. Email Notification – Direct Deposit

Send when step 16 completed

Open Email program. Send email with attached message or similar.
Send to Payroll Direct Deposit Notification group located in Tech
Center Contacts address book
.
**17A. Email Notification from Treasure's office when bank
received file.**

18. Bank Notification (Check Reconciliation)
        Complete form - Fax Bank

19. Transmit Check Reconciliation ACH File

DO NOT USE PHONE DURING TRANSMITAL

Start
Dial Connection
Check Reconcilliation.ht
Click OK
Click dial
After connection, you should get login prompt.
        User Name   **MAARK1UB**
        Password   **1301K1UB**
Wait until you see "The current file transfer protocol is KERMIT".
Under transfer menu, click on Send File.
        Make sure protocol is **Kermit**
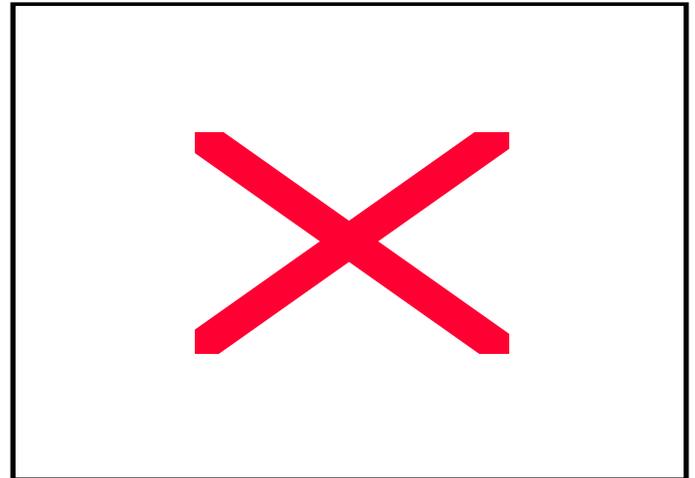   Type in **J:\payroll\xxxxxx\westach** in filename box
                (xxxxxx = curr war #)
        Click Send
Send status box will appear.
When box closes, select Exit from file menu.
Click YES to disconnect.

20. Summary Proof (School)
       Payroll & Personnel – Payroll Processing Functions – Payroll Start/Status – Payroll Start/Status Summary Screen
           Find correct warrant (if not showing on screen) – Click on Change

       Click on Earnings Deductions Proof – confirm payroll
       Define
           Primary Report Tab

Proof option	F – SUMMARY ONLY	
Report Seq	04 – LOC/NAME – TOTALS BY LOC	
Page Break	L – Location	
Print Text	N – No Text	**Location/Org Ranges Tab**
Uncheck print emp SSN		(Location – **S000 to S999**
Check print payroll statistics		do not need anymore)

       File – Output – check box to print to file
       File name: **8sum**xxxxxx   **print to prcop_pm** (print to payroll printer)
           (where xxxxxx = warrant #)

       If you receive pop up message – click OK

          When completed, redefine report values – Step 21

21. Detail Proof
Define
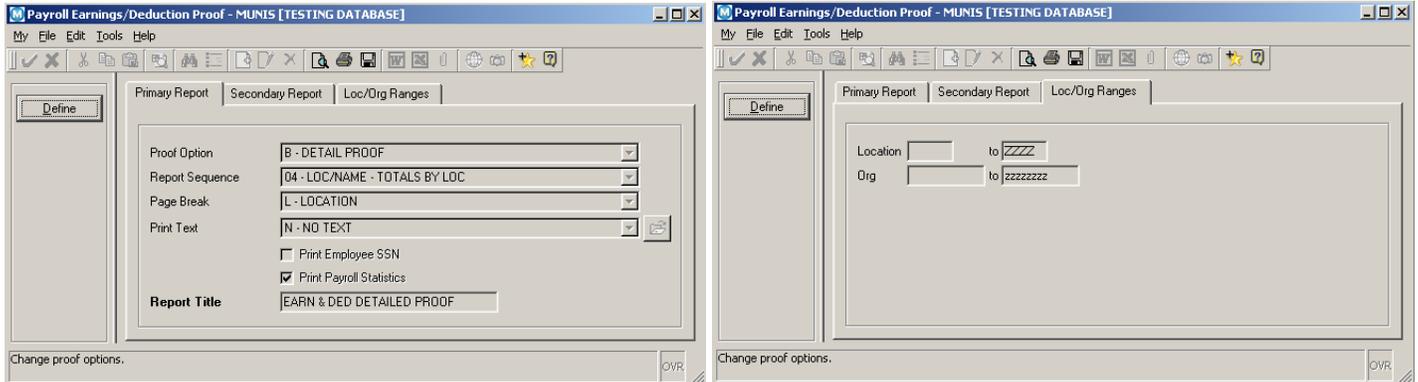   Primary Report Tab
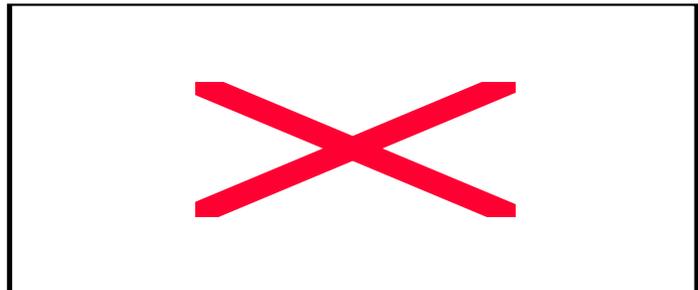   Proof option   B - DETAIL PROOF
                Report Seq   04 – LOC/NAME – TOTALS BY LOC
                Page Break   L – Location
                Print Text   N – No Text   Location/Org Ranges Tab
                Uncheck print emp SSN   Location – **blank to zzzz**
                Check print payroll statistics
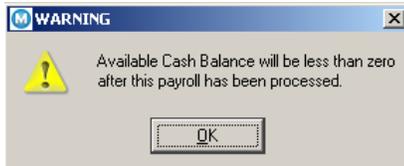
        File – Output – check box to print to file
        file name   **4detxxxxxx (city)**
                   8detxxxxxx (school)
           (where xxxxxx = warrant #)

If you receive pop up message – click OK

                When completed – exit back to Payroll Start/Status Summary Screen

City: Print 1 copy for distribution
        Dept Menu – Spool F/M
                Find – in spool file name enter *xxxxxx*   (where xxxxxx = warrant #)
                Highlight file
                Print Files –
                        Choose no filter
                        X: check off   Cpy: 1
   Click green check mark or hit enter to print
School: print **to payroll printer – prcop_pm**
                Close spool file maintenance

22. Detail Distribution Report
Payroll & Personnel – Payroll Processing Functions – Payroll Start/Status – Payroll Start/Status Summary Screen
Find correct warrant (if not showing on screen) – Click on Change

Click on Detail Distribution Report – confirm payroll
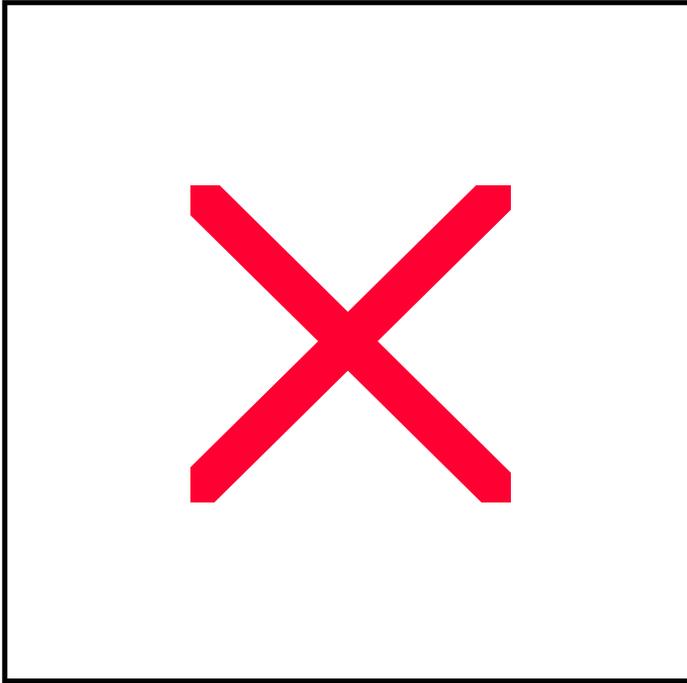
Define

(you must define before printing even if screen is correct)

Change if needed

File – Output – check box to print to file
file name: **4disxxxxxx (city)**
                8disxxxxxx (school)
(where xxxxxx = warrant #)

When completed – exit back to Payroll Start/Status Summary Screen

> **City** - Print 1 copy for distribution
> Dept Menu – Spool F/M
> > Find – in spool file name enter *xxxxxx*   (where xxxxxx = warrant #)
> > Highlight file
> > Print Files –
> > > Choose no filter
> > > X: check off   Cpy: 1
> > > > Click green check mark or hit enter to print

> **School** – follow above but print to payroll printer - **prcop_pm**
> > Close spool file maintenance

23. GL Distribution Journal/Update

Payroll & Personnel – Payroll Processing Functions – Payroll Start/Status – Payroll Start/Status Summary Screen
Find correct warrant (if not showing on screen) – Click on Change

Click on G/L Distribution Journal – confirm payroll
Define
Main Tab
Leave Split between G/L periods unchecked – unless directed by Auditor
Reference – warrant #
Short Description – Run type # and short name (ie 4 weekly, 2 fire, 5 retire)
G/L Effective date – check date
Year – current fiscal year
Period – fiscal month

July	01	October	04	January	07	April	10
August	02	November	05	February	08	May	11
September	03	December	06	March	09	June	12

Leave percent as is (100.00)
NOTE: Split distribution will change year, period, & percentage – as directed by Auditor

Accrual Tab – leave blank
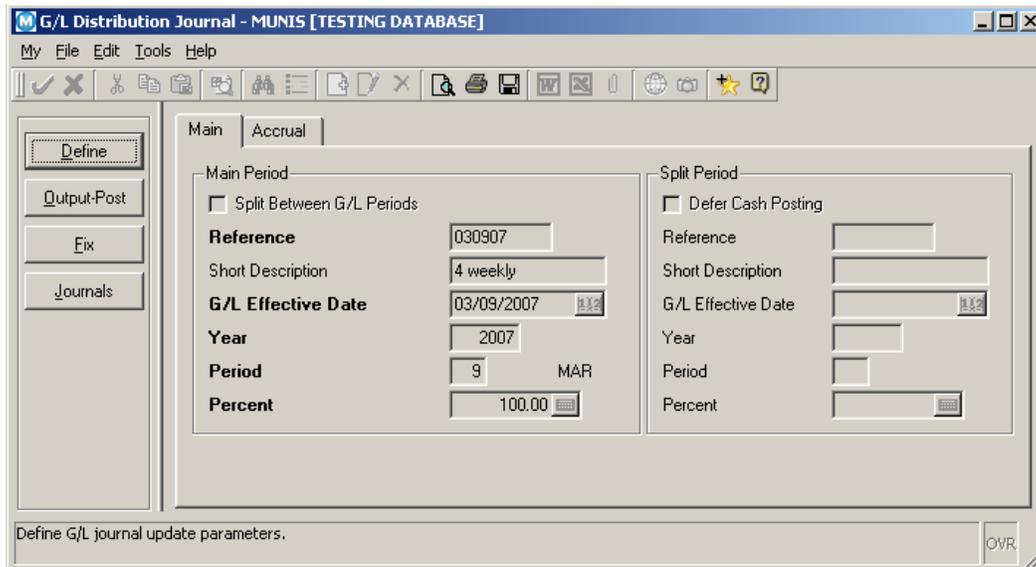
If fiscal period not closed, you may get this error.
Confirm that Year/Period are correct before proceding.

Click on Output-Post
Check box to print to file
file name: **4gldxxxxxx (city)**
        8gldxxxxxx (school)
(where xxxxxx = warrant #)

No errors – Ok to post, ok when journal posted
If any errors – see Step 23a

When completed – exit back to Payroll Start/Status Summary Screen

        City: print 1 copy for distribution – **DUPLEX** (Auditor's)
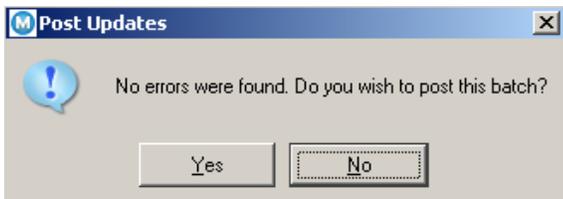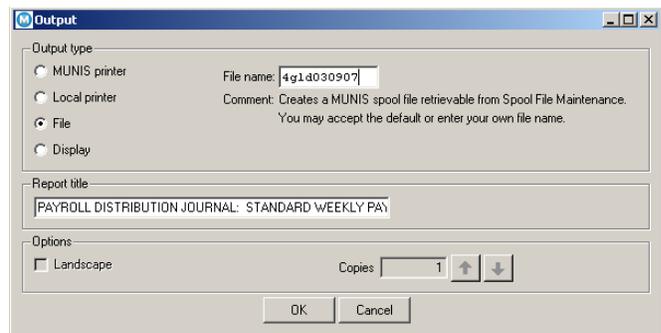   Dept Menu – Spool F/M
                    Find – in spool file name enter ***xxxxxx***   (where xxxxxx = warrant #)
                    Highlight file
                    Print Files –
                          Choose no filter
                          X: check off   Cpy: 1
                          Change to duplex printer
                          Click green check mark or hit enter to print

        School: follow above but print to payroll printer – **prcop_pm** (for John Kane)

        Close spool file maintenance

23a. G/L Distribution Errors

    If there are errors you will get a message asking whether to print errors. Enter Y.

When you get error list, type F to fix. Type F for find and hit escape to bring up
errors. A window will come up showing each error in sequence. You will have to
enter correct org/object numbers. Get this information from Auditor's Office.
Continue until all errors are fixed. Use find/update/next as in other screens
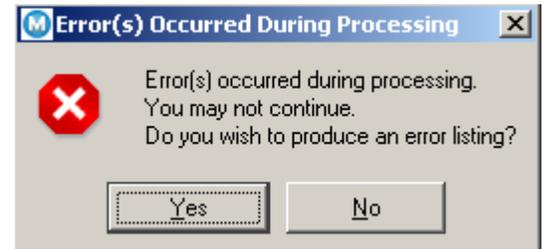
You may get the following message:

One or more funds are not balanced.
Can not be corrected by 'FIX' routine.

If you get the above message it will print a copy of the Payroll Distribution Journal: Standard. Find the fund or funds that do not
balance and call the Auditor's Office.
After errors are fixed by Auditor rerun GL Distribution Journal/Post

****NOTE : UPDATE THIS PAGE AS ERRORS OCCUR, CAN'T RECREATE ****

24. Deductions Report by Type.
    Payroll & Personnel – Payroll Processing Functions – Payroll Start/Status – Payroll Start/Status Summary Screen
        Find correct warrant (if not showing on screen) – Click on Change

Click on Deductions Report by Type – confirm payroll

Define

Location – Blank to ZZZZ (except where noted)
Deductions – Change range as noted on run list

Single copy – click printer icon

End of month/quarter – print weekly reports and then complete EOM/EOQ reports

        When completed – exit back to Payroll Start/Status Summary Screen

25. Deductions Not Taken Report
    Payroll & Personnel – Payroll Processing Functions – Payroll Start/Status – Payroll Start/Status Summary Screen
        Find correct warrant (if not showing on screen) – Click on Change

Click on Deductions Not Taken Report – confirm payroll

Define
Accept defaults
Click printer icon – will print errors if any

If no errors, message on left will display

        When completed – exit back to Payroll Start/Status Summary Screen

26. Deduction Mag Media – City Retirement (MA TACS) file

      Payroll & Personnel – Payroll Processing Functions – Payroll Start/Status – Payroll Start/Status Summary Screen

           Find correct warrant (if not showing on screen) – Click on Change

      Click on Deduction Mag Media – confirm payroll

           Scroll down, highlight MA TACS, and select
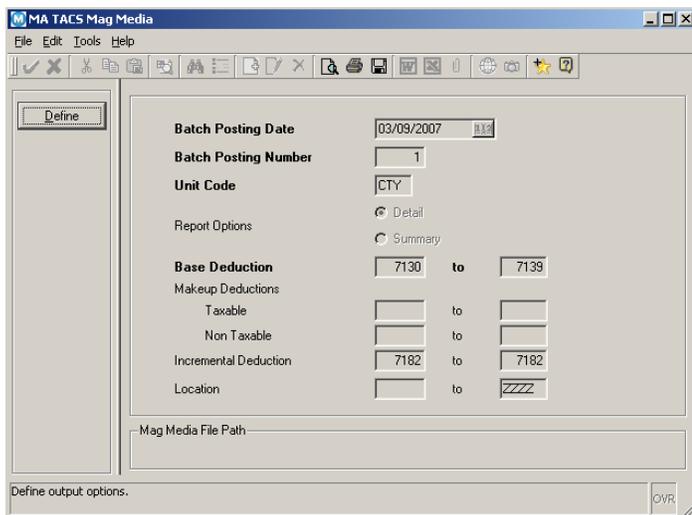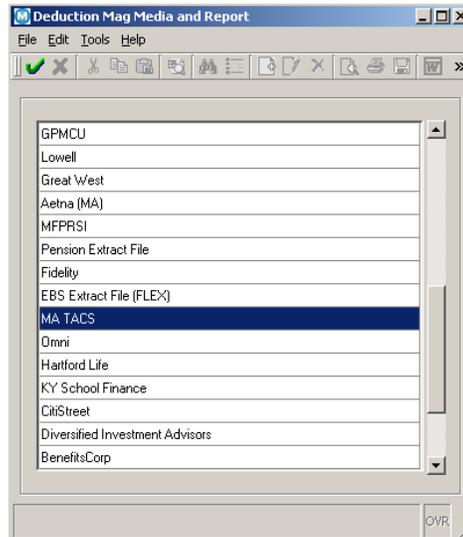
Batch Posting Date = PR check date

Accept all other defaults

Click on Spool Icon
           file name will be under Mag Media File path

      Will retrieve this file (step 27) & email (step 28) to retirement dept.

      When completed – exit back to Payroll Start/Status Summary Screen

27. Transfer Payroll Spooled Files

Files to transfer (where **xxxxxx** = warrant #)

	CITY	SCHOOL
Final proof	4fin**xxxxxx**	8fin**xxxxxx**
Detail proof	4det**xxxxxx**	8de**txxxxxx**
Detail distribution	4dis**xxxxxx**	8dis**xxxxxx**
G/L distribution	4gld**xxxxxx**	8gld**xxxxxx**
		8sum**xxxxxx**
Retirement file	prtacsmg.**yyy** (where **yyy**= from run check list, assigned by munis)	

Command Prompt

```
H:\> J:
J:\> cd payroll\xxxxxx
J:\payroll\xxxxxx> ftp munis
        – logon as yourself
ftp> cd /u2/live/spool
ftp> pwd
ftp> mget 4*xxxxxx*  (city)
     mget 8*xxxxxx* (school)
        acknowledge each file to transfer Y
ftp> get prtacsmg.xxx
ftp> quit
J:\payroll\xxxxxx> exit
```

28. Email Retirement file to Retirement Department

Open Email program.
Send email with attached message or similar.
Send to l.rea@cityofwestfield.org

Attach retirement file created in step 26
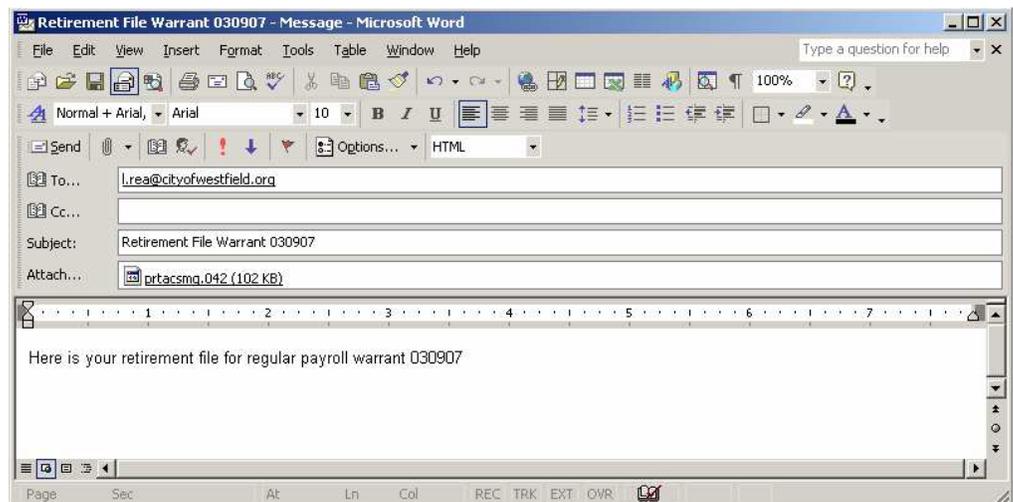
** THESE STEPS ARE RUN AFTER LAST PAYROLL OF WEEK IS COMPLETED **

29. City Retirement Deduction Report
Payroll & Personnel – Retirement & State Specific – Northeast – Massachusetts – **MA Retirement Deduction Report**

Define
Check Date – Specify
Dates are same – Friday payroll check date
Report options – Weekly Report

File – Output – 1 copy DUPLEX

When completed – exit program
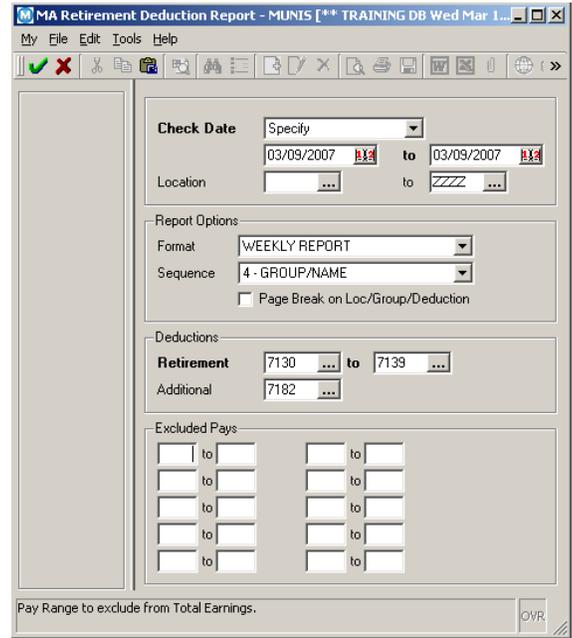
30. Employee Deduction Register
Payroll & Personnel – End of Period Functions – End of Period Reporting – **Employee Deduction Register**
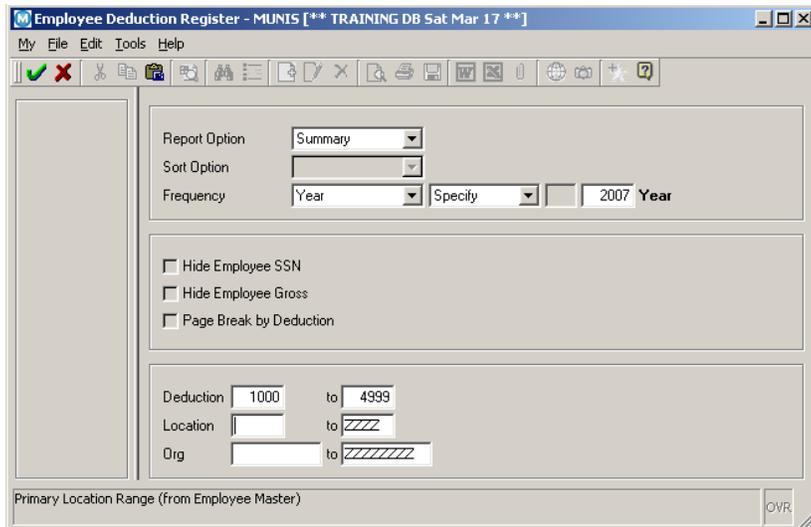
Define

Report Option – Summary
Frequency – Year (current calendar year)
Deduction – input range as specified
Weekly payroll – run deductions 1000-4999 only

Accept define

File – Output – 1 copy

NOTE: This report takes very long to generate. May want to run overnight if possible.

When completed – exit program

31. YTD Gross Pay Totals

   Payroll & Personnel – Employee Maintenance/Reports – **Accumulators Report**

Perform Find on following conditions

   Year – current calendar year
   Earning/Deduction – 0 (gross pay)
   Frequency – Y (yearly)

Hit enter to accept find conditions.

Confirm records: YES to continue
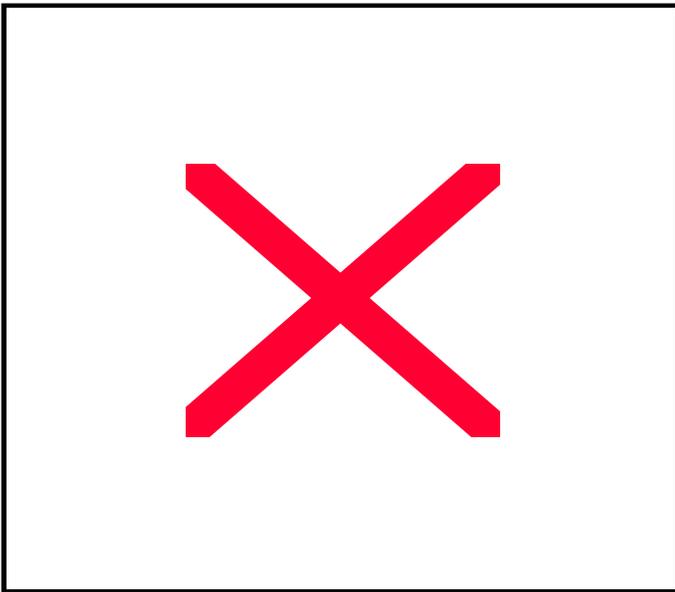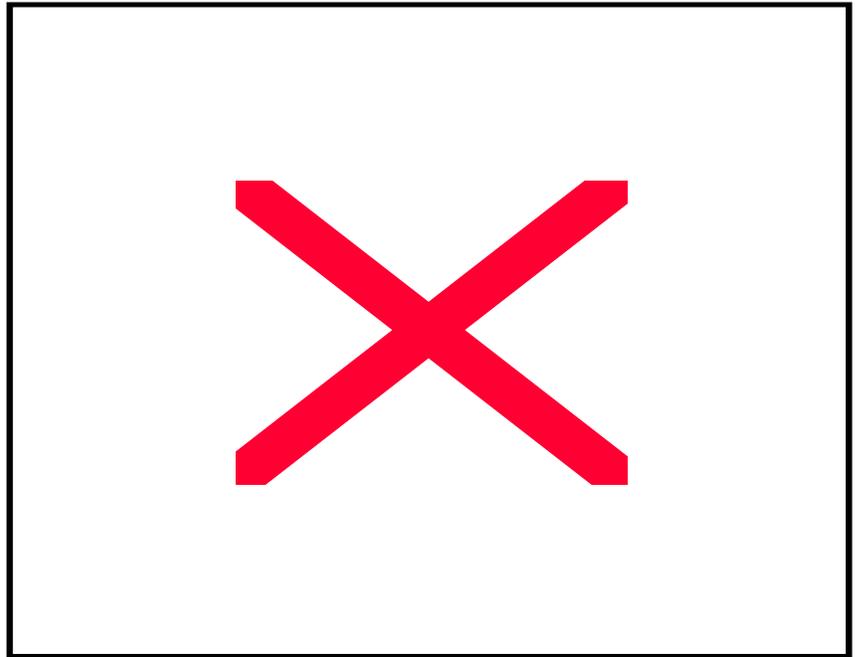
When find completed – click on Report Options
Define **(check screen; changes at EOM)**

When completed – accept changes

close options box to return to main accumulator screen

At main screen – print 1 copy (to Treasurer)

When completed, exit program

32. OBRA Weekly Report

Double click on Crystal Reports – Double click on Computer Center Reports

Double Click on **Obra Weekly Report**

Click on lighting bolt under Format to refresh
       Prompt for new parameter values
              Check date –   Discrete Value = (mm/dd/yy) – current check date (ie 03/09/07)

Connection Information – when you 1st use Crystal
       Data Source screen – Make sure Munis Crystal Reports is highlighted in Data Source Name – click Next
       Logon Screen – Make sure Munis Crystal Reports is highlighted in Server Name:
              Type in Munis user ID & password – hit enter

After 1st page of report shows in preview – click on >| (arrow at far right – last page)
When done it will show last page of last location run

Click on File/Print/Printer (goes to default printer)
       If you want to change printer
       Click on File/printer setup – Choose Printer – Click OK

When print is completed – exit program

33. Credit Union Weekly Report

Double click on Crystal Reports – Double click on Computer Center Reports

Double Click on **Credit Union Weekly Report**

Click on lighting bolt under Format to refresh
       Prompt for new parameter values
              Check date –   Discrete Value = (mm/dd/yy) – current check date (ie 03/09/07)

Connection Information – when you 1st use Crystal
       Data Source screen – Make sure Munis Crystal Reports is highlighted in Data Source Name – click Next
       Logon Screen – Make sure Munis Crystal Reports is highlighted in Server Name:
              Type in Munis user ID & password – hit enter

After 1st page of report shows in preview – click on >| (arrow at far right – last page)

Click on File/Export
       Format: Acrobat Format (PDF)   Destination: Disk File   – OK
       Page Range: All   – OK
       Choose Export File – Save in
              Save file in J:\payroll\xxxxxx\credit union weekly report.pdf   – SAVE (where xxxxxx = current warrant)

When file is exported – exit program

Open Email – attach file to email message to credit union

IF END OF MONTH (EOM) OR END OF QUARTER (EOQ)
GO TO EOM & EOQ REPORTS RUN DOCS
IF NOT EOM OR EOQ, GO TO STEP 34

---

34. Print T/A Earnings worksheets

Double click on Crystal Reports – Double click on 1.Earnings Worksheets

Double Click on 1.City EW – Totals.rpt   For distribution to city G&E, Retirement (C460, C912, C913)
      Will receive message that report could not be opened for writing – Click OK to continue

Click on lighting bolt under Format to refresh
      Prompt for new parameter values
            Check date –   Discrete Value = (mm/dd/yy) – Check date for next PR (FRI) ie 07/28/2006
            From date –   Discrete Value = (mm/dd/yy) – Pay Period Start Date (SAT) ie 07/15/2006
            To date –   Discrete Value = (mm/dd/yy) – Pay Period End Date (FRI)   ie 07/21/2006

Connection Information – when you 1st use Crystal
      Data Source screen – Make sure Munis Crystal Reports is highlighted in Data Source Name – click Next
      Logon Screen – Make sure Munis Crystal Reports is highlighted in Server Name:
            Type in Munis user ID & password – hit enter

After 1st page of report shows in preview – click on >| (arrow at far right – last page)
When done it will show last page of last location run

Click on File/Print/Printer (goes to default printer) – **<u>use BLUE letter paper</u>**
      If you want to change printer
      Click on File/printer setup – Choose Printer – Click OK

When print is completed – exit program
      Will receive Report has been modified – Would you like to save changes Message
            Click NO to continue

35. Print T/A Earnings worksheets

Double click on Crystal Reports – Double click on 1.Earnings Worksheets

Double Click on 1.City EW – No totals.rpt   For distribution to city depts
      Will receive message that report could not be opened for writing – Click OK to continue

Click on lighting bolt under Format to refresh
      Prompt for new parameter values
            Check date –   Discrete Value = (mm/dd/yy) – Check date for next PR (FRI) ie 07/28/2006
            From date –   Discrete Value = (mm/dd/yy) – Pay Period Start Date (SAT) ie 07/15/2006
            To date –   Discrete Value = (mm/dd/yy) – Pay Period End Date (FRI)   ie 07/21/2006

Connection Information – when you 1st use Crystal
      Data Source screen – Make sure Munis Crystal Reports is highlighted in Data Source Name – click Next
      Logon Screen – Make sure Munis Crystal Reports is highlighted in Server Name:
            Type in Munis user ID & password – hit enter

After 1st page of report shows in preview – click on >| (arrow at far right – last page)
When done it will show last page of last location run

Click on File/Print/Printer (goes to default printer) – **<u>use BUFF/YELLOW letter paper</u>**
      If you want to change printer
      Click on File/printer setup – Choose Printer – Click OK

When print is completed – exit program
      Will receive Report has been modified – Would you like to save changes Message
            Click NO to continue

** WEEKLY PAYROLL COMPLETED **

DISTRIBUTION OF WEEKLY PAYROLL

City Depts   Earning Deduction Proof – Detail Proof (step 21, 1 copy)
Detail Distribution – (step 22, 1 copy)
Deduction Not Taken Report – (step 25, 1 copy – if NON-credit union)
Earnings Worksheets

Treasurer   Earning Deduction Proof – Final Proof (step 7, 1 copy)
Direct Deposit Register – (step 10, 1 copy)
Payroll Electronic Fund Transfer Register (Bank Report) – (step 10, 1 copy)
Check Register – (step 13, 1 copy)
Earning Deduction Proof – Detail Proof – Retirement locations – (step 21a, 1 copy)
Deduction Reports – (step 24, 1 copy)
Employee Deduction Register – (step 30, 1 copy)
YTD Gross Pay Totals – (step 31, 1 copy)
OBRA Weekly Report – (step 32, 1 copy)

Auditor   Earning Deduction Proof – Final Proof (step 7, 1 copy)
Payroll Distribution Journal (step 23, 1 copy duplex)

School Business
Office   Earning Deduction Proof – Summary Proof (step 20, 1 copy duplex) – John Kane
Earning Deduction Proof – Detail Proof (step 21, 1 copy) – School Payroll
Payroll Earnings Distribution – (step 22, 1 copy) School Payroll
Payroll Distribution Journal (step 23, 1 copy duplex) John Kane
Deduction Not Taken Report – (step 25, 1 copy – if NON-credit union) School
Don't Staple any School Reports

Retirement   City Retirement Deduction Report – (step 29, 1 copy duplex)

Credit Union   Deduction Not Taken Report – (step 25, 1 copy – if credit union)Fax to credit union

Tech Ctr   Earning Deduction Proof – Detail Proof (step 5, 1 copy)
Direct Deposit file printout (step 11, 1 copy)
Check Reconciliation file printout (step 14, 1 copy)

Payroll Run Check List   CITY Weekly Payroll
Prior week Payroll tasks

_____1) **Start Payroll & T/A Switch**

Run Type   **4** – Standard Weekly Payroll - **CITY**
Warrant #   __ __ __ __ __ __   (mmddyy –check date)
Check date __ __/ __ __/ __ __ __ __   (mm/dd/yyyy) next Friday's date
Fiscal year   **2012**   (will fill in automatically – change if needed)
Begin date __ __/ __ __/ __ __ __ __   (mm/dd/yyyy) two Saturday's ago date
End date   __ __/ __ __/ __ __ __ __   (mm/dd/yyyy) last Friday's date

_____2) **E-mail to CITY Payroll Switch Notification**

Current week Payroll Tasks
___X___1) ~~Master file changes~~

_____2) **T&A entry**

_____3) **Payroll Generation** – wait for ok from City (personnel) _____

Date _____   Time _____

Begin date   __ __/ __ __/ __ __ __ __(mm/dd/yyyy) two Saturday's ago date
End date   __ __/ __ __/ __ __ __ __(mm/dd/yyyy) last Friday's date

Location: **C000 to H999** define

Deduction Cycle (1-5): (should be same for all)
        Weekly   _____
        Bi-Weekly   _____
        Semi-Monthly __ ____
        Monthly   _____
        Quarterly   __ ____
        Semi-Annual   __N___
        Annual   __N___
_____Execute

_____Notify users that generation is completed

__X__ 4) ~~Earnings Deductions File Maintenance (EDFM) – enter any C-Pay entries~~

___X__ 5) ~~Earnings Deductions Proof~~

_____6) **Auditor – wait for T&A move**
        EDFM – Run warning/serious errors – fix any serious errors (warnings OK)

_____7) **Earnings/Deduction Proof** – Print Final Proof
        Spool report, then print totals only – 2 copies   Filename: **4fin_____**
        Print C912/C913 total pages

_____8) **Employee Update**

　　　Note: print screen any accrual errors – send to Steve Z. to be fixed – ok to continue

---

_____9) **Print Payroll Advices** (Direct Deposit)

Use tray **4** on laser <mark>**bulk3_rp**</mark> (or bulk_rp) forms face down with top of form toward wall
With highest advice # on the bottom and lowest on top. The advices feed from the top.

　　　Advice # __ __ __ __ __ __ __ to __ __ __ __ __ __ __　　**# DD** _____

_____10) **Advice Register** (Direct Deposit)

_____ Print Direct Deposit Register　　　　**Total $**_____
_____ Print Direct Deposit Bank Report　　　　**Add 9000 & 9001 for DD Total**
_____ Create Direct Deposit File

_____11) **Transmittal File Creation** (Direct Deposit) _____**C**

_____12) **Print Payroll checks**

Use tray **4** on laser <mark>**bulk3_rp**</mark> (or bulk_rp) forms face down with top of form toward wall
With highest check # on the bottom and lowest on top. The checks feed from the top.

　　　Check # __ __ __ __ __ __ __ to __ __ __ __ __ __ __　　**# checks**_____

_____13) **Check Register** - Magnetic Media
　　　Filename: prchkrmg.__ __ __ __ .txt　　**Total $**_____

_____14) **Check Reconciliation File Creation** _____**C**

NOTIFICATIONS AND TRANSFERS

_____15) **Bank Notification** (Direct Deposit) – CALL BANK – **COMPLETE FORM & FILE WITH PAYROLL**

_____16) **Direct Deposit Transfer** Time:_____ Date:_____ <mark>**P:\payroll**_____**C\westreg**</mark>

_____17) **Send email notification that Direct Deposit has been transmitted**

_____ <mark>**17A) Receive email notification from TREAS that Bank received file ok.**</mark>

_____18) **Bank Notification** (Check Reconciliation) – FAX BANK -**COMPLETE FORM & FILE WITH PAYROLL**

_____19) **Transfer Check Recon** Time: _____Date:_____ <mark>**P:\payroll**_____**C\westach**</mark>

_____X_____ 20) **Summary Proof Report** (School only) – 1 copy duplex

_____ 21) **Print Detail Proof**

                     Spool, print 1 copy   Filename: **4det**_____

                     Print 1 copy of Head Start payroll to payroll printer prcod_pm

_____ 22) **Detail Distribution Report**

                     Spool, print 1 copy   Filename: **4dis**_____

_____ 23) **GL Distribution Journal/Update**   File name: **4gld**_____

                     Reference __ __ __ __ __ __, Year **2012** , Period __ __, & Percent **100**

                     Spool, DUPLEX 1 copy

_____ 24) **Deduction Reports**

                     Run EVERY week

                               2060-2100 ____

                               2915-2915 ____

                               6011-6999 ____

                               8190-8191 ____

          CITY ONLY: 8112–8600____ Location H348 to H348 – print to hdst_pm   Head Start's printer

_____ 25) **Deductions Not Taken Report**

_____ 26) **Deduction Mag Media**

                     City Retirement MA TACS – Mag Media   File name: **prtacsmg.__ _____.txt**

_____ 27) **Transfer Payroll Spooled files**   _____ **C**

_____ 28) **Email Retirement File**

** THESE STEPS ARE RUN AFTER LAST PAYROLL OF WEEK IS COMPLETED **
(MAKE SURE SUMMER PAYROLL IS RUN BEFORE DOING THESE REPORTS)

_____ 29) **City Retirement Deduction Report (Weekly)**

_____ 30) **Employee Deduction Register**   Weekly payroll run deductions 1000 – 4999 only

_____ 31) **YTD Gross Pay Totals**

_____ 32) **OBRA Weekly Report**

** IF END OF MONTH OR END OF QUARTER **
** COMPLETE EOM & EOQ REPORTS **

THESE STEPS ARE RUN AFTER
PERSONNEL NOTIFICATION IS RECEIVED &
ALL PAYROLLS ARE COMPLETED

Check date __ __/__ __/__ __ __ __

From date __ __/__ __/__ __ to date __ __/__ __/__ __

Same information for all:

_____**34) Print T/A Earnings worksheets**
         City EW – Totals.rpt (C460, C912- C913)
         USE **BLUE** LETTER SIZE PAPER

_____**35) Print T/A Earnings worksheets**
         City EW – No Totals.rpt
          USE **BUFF/YELLOW** LETTER SIZE PAPER

Payroll

EOY PROCEDURER

PREPARATORY STEPS
---

1. _____ COMP The following preparatory steps should be performed:

   ◊ See if Treasures has ordered forms (check November/December)

   ◊ Test Alignment of forms on target printers.

STEPS FOR SETTING UP CURRENT NEW YEAR CALENDAR YEAR

NOTE: Information from Treasurer.

2. _____ COMP (STEVE) Change Federal Tax table if needed

3. _____ COMP (STEVE) Change State Tax table if needed

4. _____ COMP (STEVE) Add/Verify W-2 codes in deduction master.

STEPS FOR REPORTING YEAR CALENDAR YEAR
---

5. _____ AUDIT Confirm all void/cash payments have been made. (Auditor)

6. _____ COMP Run accumulator gross verify lists.

   _____ 1 copy of list to data processing. [10]

   _____ 1 copy Sent to Auditing. [10]

   _____ **HOLD FOR AUDITOR OK TO CONTINUE**

   _____ Apply accumulator gross list changes. [12]

   > **First Verification Loop** — Changes are being made to Munis data and the W2 & 1099-R table is recreated. (No changes should be made to file yet.)

7. _____ COMP Create W-2 & 1099-R Tables. **NOTE: overwrites old table**

8. _____ COMP Create W-2 & 1099-R register list. (no yearly state tax

   accumulators)

   If any employees listed:

   _____ Add deduction for each listed employee through

   Employee Deductions [7]

   _____ Add Accumulator for each listed employee through

   Accumulator Maintenance. [10]

   _____ Recreate W-2 & 1099-R Tables. [12]

   > **Second Verification loop** — Changes are being made to Munis data and the W2 & 1099-R table is recreated. (No changes should be made to file yet.)

9.	_____	COMP	Run accumulator gross verify lists.
	_____		1 copy of list to data processing. [10]
	_____		1 copy Sent to Auditing. [10]
	_____		**HOLD FOR AUDITOR OK TO CONTINUE**
	_____		Apply accumulator gross list changes. [12]

| 10. | _____ | COMP | Recreate W-2 & 1099-R Tables. **NOTE: overwrites old table** |

> **PLEASE NOTE**: Ideally, as many changes as possible should be made directly to the employee data in Munis before changes are made to the W2 & 1099-R file. If change where made to the employee data in Munis, be sure that the create W2 & 1099-R table process has been run BEFORE making any changes to the W2 & 1099- R file.

11.	_____	COMP	Create W-2 & 1099-R register list – Totals Only.
	_____		1 copy of list to data processing. [5,9]
	_____		1 copy Sent to Auditing. [5,9]
12.	_____	TREAS	Auditor/Treasure makes changes in W-2 & 1099-R Files.
13.	_____	COMP	Create W-2 & 1099-R register list – Detail List by Work Location.
	_____		1 copy of list to data processing. [5,9]
	_____		1 copy Sent to Auditing. [5,9]
14.	_____	TREAS	Treasure Balances Detail list, and OK's to continue.
15.	_____	AUDIT	Auditor does 1099-R Edits. We may be asked to: ○ Per list from retirement, change distribution codes ○ Set "Amount not determined" box for all 1099-R's ○ Zero Taxable amount for codes 3 & 7
16.	_____		**GET CONFIRMATION FROM AUDITOR & TREASURER BEFORE PROCEEDING!**

17.	_____	COMP	Obtain forms (W-2, 1099-R, 1099-M) from Treasures
18.	_____	COMP	Test alignment of forms.
19.	_____	COMP	Print W-2 forms
20.	_____	COMP	Print 1099-R forms
21.	_____		**GET CONFIRMATION FROM AUDITOR AND TREASURER BEFORE PROCEEDING!**
22.	_____	COMP	Print 1099-M Forms
23.	_____	COMP	Generate magnetic media file.
24.	_____	COMP	Create W-2 & 1099-R register list – Detail List by Work Location.

Step 1 – Preparatory Steps

1. From ?

Step 2 – Change Federal Tax Table

(Steve)

1. From ? ….

Step 3 – Change State Tax Table

(Steve)

1. From ?:

Step 4 – Add/Verify W-2 Codes

(Steve)

◊   From ?

Step 5 – Confirm all void/cash payments have been made

Hold for verification from Auditors

Step 6 – Run Accumulator Gross Verify Lists.

NOTE: Auditor will be running this step (?)

2. From Payroll & Personnel:
   - ◊ D – End of Period Functions
   - ◊ A – End of Period Processing
   - ◊ E – W-2 & 1099-R Processing Menu
   - ◊ I – Accumulator Gross Verify
3. Click the "**Generate**" button

4. Click **Define**
5. Set or confirm that the form fields are set to:
   - ◊ Verify Year = Reporting Calendar Year
   - ◊ Verify Basis = Yearly
   - ◊ Verify Deductions = 3000 to 4000
6. Click on ✔ to finish the define.
7. Click **Execute.**
8. If this process has be run previously for this period, you will receive the following message
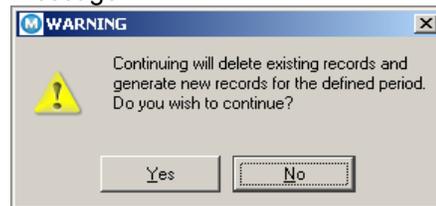
Select **Yes** to continue.
9. When execute is completed, close the dialog box

Employee Accumulated Gross Verify & Fix - MUNIS [TESTING DATABASE]

My File Edit Tools Help

Generate

Apply Changes

Mass Delete

Employee	26425	JACHYM, JAMES M
Deduction	4000	STATE TAX
Month/Year	0	2006

Old Gross
44802.42

New Gross
45202.42

1 of 40

Define and build a list of employees to fix.

OVR
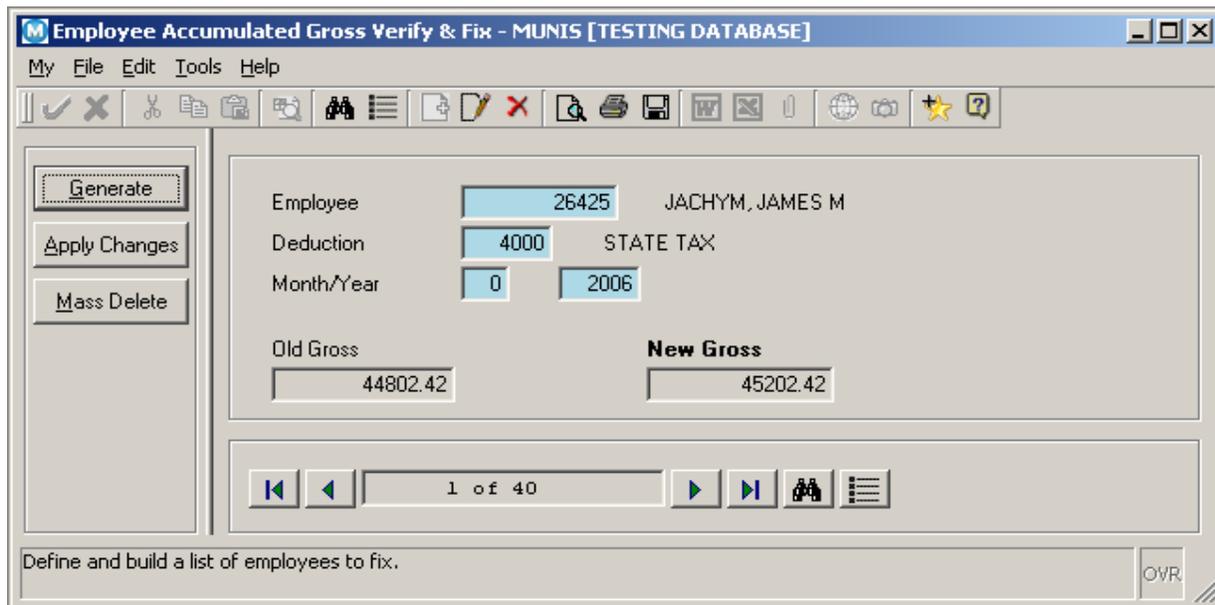
10. Click 🔍 binoculars and then ✔ or [RETURN] to select all.
11. Click on "File" then "Output" and print 1 copy for Data Processing and 1 copy for Auditor.
    The file can be faxed of printed directly the aud3d_pm Munis printer.
12. **HOLD FOR AUDITOR'S APPROVAL TO CONTINUE**

Apply Updates

Are you sure you wish to apply updates now?

Yes   No

13. Once approval is given, select the "Apply Changes" option. (if you exit this function, and haven't generated you will need to return to step 9)
14. Select "Yes" to apply changes

Step 7 – Create W-2 & 1099-R Tables

1. From Payroll & Personnel:
   - ◊ D – End of Period Functions
   - ◊ A – End of Period Processing
   - ◊ E – W-2 & 1099-R Processing Menu
   - ◊ B – Create W-2 & 1099-R Records

> Note: We are doing FICA so the "FICA Gross Limit" field is irrelevant.

2. Click **Define**.

3. Set or confirm that the form fields are set to:
   - ◊ Generate Option = Both W-2's and 1099-R
   - ◊ W-2/1099-R Year = Reporting Calendar Year
   - ◊ FICA Gross Limit = Ignore, this field is currently not being used – No FICA
   - ◊ Earnings = 0
   - ◊ Combine Employee Numbers By SSN = Not selected
   - ◊ Populate State Wages With Federal Wage Amount = Not selected
   - ◊ Populate Local Wages With Federal Wage Amount = Not selected
   - ◊ Address = Home Address
   - ◊ Code W Description = PRE TAX INS
   - ◊ Code X Description = Blank
   - ◊ Code Y Description = PRE TAX RET

4. Click on ✔ to finish the define.
5. Click **Create** to Create the tables. If the table has already been created for the calendar year, a warning message will appear. Click **Yes** to continue.
6. After the process runs, a count will be shown, take a screen shot and save it.

Step 8 – Create W-2 & 1099-R Register Lists

1. From Payroll & Personnel:
   ◊ D – End of Period Functions
   ◊ A – End of Period Processing
   ◊ E – W-2 & 1099-R Processing Menu
   ◊ D – W-2 and 1099-Register

> This step is to determine if there are any employees missing current yearly tax accumulators

2. Click **Define**.
3. Set or confirm that the form fields are set to:
   ◊ W-2/1099-R Year = Reporting Calendar Year
   ◊ Report type = W-2
   ◊ Subtotal Method = No Subtotals
   ◊ Totals Only = not selected
   ◊ Medicare Only = not selected
   ◊ Location =   to ZZZZZ
   ◊ Work Location =   to ZZZZ
   ◊ Employee Number = 0 to 999999
   ◊ SIT Code =   to LL
   ◊ LIT Code =   to ZZZZZZZ
4. Click on ✔ to finish the define.
5. Select **File**, then **Output** and print 2 copies,1 for Data Processing, and 1 for the Auditors. The file can be printed directly to the Auditors office by selecting the Munis printer aud3d_pm.
6. If no Employees are listed **STOP HERE AND EXIT THIS SECTION** , otherwise continue.

7. From Payroll and Personnel:
   ◊ B – Employee Maintenance Reports
   ◊ D – Employee Deductions F/M

8. Using the binoculars 🔍 search tool, check that each employee from the register list has an active deduction 4000

9. If they are missing one, add 📋 a deduction 4000 and set:
   ◊ Calc Code = 02
   ◊ Employee Amt/Pct = 0

10. From Payroll and Personnel:
    ◊ A – Auxiliary Programs
    ◊ T – PR System Admin Menu
    ◊ B – Accumulator Maintenance

11. For each employee on the register list, add ⊡ an accumulator entry and set:
    ◊ Employee = Employee Number of person – **Make sure this is correct**
    ◊ Year = Current Reporting Year
    ◊ Accumulator Type = 1
    ◊ Pay/Deduction = 4000
    ◊ Frequency = Yearly
    ◊ Cycle = 0
12. Repeat process step 7 – Create W-2 & 1099-R Tables

Step 9 – Run Accumulator Gross Verify Lists.

Repeat Process step 6- Run Accumulator Gross Verify Lists.

Step 10 – Recreate W-2 & 1099-R Tables.

Repeat process step 7 – Create W-2 & 1099-R Tables

Step 11 – Create W-2 & 1099-R Register List – Totals Only

1. From Payroll & Personnel:
   ◊   D – End of Period Functions
   ◊   A – End of Period Processing
   ◊   E – W-2 & 1099-R Processing Menu
   ◊   C – W-2 and 1099-Register
2. Click **Define**.

3. Set or confirm that the form fields are set to:
   ◊   W-2/1099-R Year = Reporting Calendar Year
   ◊   Report type = W-2
   ◊   Subtotal Method = No Subtotals
   ◊   Totals Only = **selected**
   ◊   Medicare Only = not selected
   ◊   Location =   to ZZZZZ
   ◊   Work Location =   to ZZZZ
   ◊   Employee Number = 0 to 999999
   ◊   SIT Code =   to ZZ
   ◊   LIT Code =   to ZZZZZZZ
4. Click on ✔ to finish the define.
5. Select **File**, then **Output** and print 2 copies, 1 for Data Processing, and 1 for Auditors. The file can be printed directly to the Auditors office by selecting the Munis printer aud3_pm.

6. Click **Define**.
7. Set or confirm that the form fields are set to:
   ◊   W-2/1099-R Year = Reporting Calendar Year
   ◊   Report type = 1099-R
   ◊   Subtotal Method = No Subtotals
   ◊   Totals Only = **selected**
   ◊   Medicare Only = not selected
   ◊   Location =   to ZZZZZ
   ◊   Work Location =   to ZZZZ
   ◊   Employee Number = 0 to 999999
   ◊   SIT Code =   to ZZ
   ◊   LIT Code =   to ZZZZZZZ

8. Click on ✔ to finish the define.
9. Select **File**, then **Output** and print 2 copies, 1 for Data Processing, and 1 for Auditors. The file can be printed directly to the Auditors office by selecting the Munis printer aud3_pm.

Step 12 - Auditor/Treasure Makes Changes In W-2 & 1099-R Files.

Step 13 - Create W-2 & 1099-R Register List – Detail List By Work Location.

1. From Payroll & Personnel:
   - ◊ D – End of Period Functions
   - ◊ A – End of Period Processing
   - ◊ E – W-2 & 1099-R Processing Menu
   - ◊ C – W-2 and 1099-Register
2. Click **Define**.

W-2 AND 1099-R REGISTER - ** TRAINING DB Sat Ja...
File Edit Tools Help
✔ ✖ ✂ 🗐 🗐 🗐 🗐 ☰ 🗐 🗐 ✖ 🗐 🖨 🗐 »
Action
[Define]
W-2/1099-R Year   2006
Report Type   W-2
Subtotal Method   Work Location
☐ Totals Only
☐ Medicare Only
Location _____ to ZZZZ
Work Location _____ to ZZZZ
Employee Number _____ 0 to 999999
SIT Code _____ to ZZ
LIT Code _____ to ZZZZZZZ
Define report options.   OVR
2,434 employee record(s) found.

3. Set or confirm that the form fields are set to:
   - ◊ W-2/1099-R Year = Reporting Calendar Year
   - ◊ Report type = W-2
   - ◊ Subtotal Method = Work Location
   - ◊ Totals Only = not selected
   - ◊ Medicare Only = not selected
   - ◊ Location =   to ZZZZZ
   - ◊ Work Location =   to ZZZZ
   - ◊ Employee Number = 0 to 999999
   - ◊ SIT Code =   to ZZ
   - ◊ LIT Code =   to ZZZZZZZ
4. Click on ✔ to finish the define.
5. Select **File**, then **Output** and print 2 copies, 1 for Data Processing, and 1 for Auditors. The file can be printed directly to the Auditors office by selecting the Munis printer aud3d_pm.

6. Click **Define**.
7. Set or confirm that the form fields are set to:
   - ◊ W-2/1099-R Year = Reporting Calendar Year
   - ◊ Report type = 1099-R
   - ◊ Subtotal Method = Work Location
   - ◊ Totals Only = **not selected**
   - ◊ Medicare Only = **not selected**
   - ◊ Location =   to ZZZZZ
   - ◊ Work Location =   to ZZZZ
   - ◊ Employee Number = 0 to 999999
   - ◊ SIT Code =   to ZZ
   - ◊ LIT Code =   to ZZZZZZZ

ear   2006
1099-R
d   Work Location

8. Click on ✔ to finish the define.
9. Select **File**, then **Output** and print 2 copies, 1 for Data Processing, and one for Auditors. The file can be printed directly to the Auditors office by selecting the Munis printer aud3d_pm.

Step 14 – Treasure Balances Detail List

Step 15 - Auditor/Treasure Makes Changes in W-2 & 1099-R Files.

1. From Payroll & Personnel:
   - ◊ D – End of Period Functions
   - ◊ A – End of Period Processing
   - ◊ E – W-2 & 1099-R Processing Menu
   - ◊ B – W-2 and 1099-F/M
2. Click **Define**
   - ◊ W-2 / 1099-R Year = Reporting calendar year

3. Click on ✔ to finish the define
4. Click **1099-R**
5. Click on the binoculars 🔍 search tool and then ✔ or press enter to select all.
6. Per instructions from Treasurer, you will be going through all the selected entries with distribution codes 3 or 7, putting a check in "Taxable Amt Not Determined" and Zeroing out the "Taxable Amount".
7. Use the 📝 update option to change.

Step 19 – Print W-2 Forms

1. From Payroll & Personnel:
    ◊   D – End of Period Functions
    ◊   A – End of Period Processing
    ◊   E – W-2 & 1099-R Processing Menu
    ◊   F – W-2 Forms Print
2. Select **Define**

3. Set or confirm that the form fields are set to:
    ◊   W-2 Year = Current Reporting Year
    ◊   EIN =046001356
    ◊   NAME = CITY OF WESTFIELD
    ◊   ADDRESS = 59 COURT ST
        WESTFIELD MA 0085
    ◊   SORT ORDER = WORK LOC/EMPLOYEE NAME
    ◊   W-2 FORM NUMBER = FORM DEFINITION NAME
    ◊   STATE OPTION = STATE ID #1 FROM PR STATE CODE TABLE
    ◊   CONTROL NUMBER = WORK LOCATION
    ◊   USE LIT DESCRIPTION = **NOT SELECTED**
    ◊   LOCATION = TO ZZZZ
    ◊   WORK LOC = TO ZZZZ
    ◊   STATE = TO ZZ
    ◊   EMPLOYEE = 0 TO 999999
    ◊   NAME = TO ZZZZZZ

4. Click on ✔ to finish the define.
5. From file select output.

6. Select Printer "bulk_rp" or "bulk_rp"
   PLEASE NOTE: The forms will align better on one printer then another, so be sure that you test the form alignment on all bulk printers to determine which is better suited to the form you are using

7. Click on ✔ [OK] to start printing.

Special Notes:

- In the paper trays, be sure to set the tray paper retainers to the marked paper size. (typically 8.5" x 11") if you set them too snug to the paper, you may encounter tray lifting problems
- The fuller the paper tray, the better the alignment. As the paper nears empty, the alignment will begin to wander further away.

Step 20 – Print 1099-R Forms

1. From Payroll & Personnel:
   ◊ D – End of Period Functions
   ◊ A – End of Period Processing
   ◊ E – W-2 & 1099-R Processing Menu
   ◊ G– 1099-R Forms Print
2. Select **Define**

```
┌─────────────────────────────────────────────────────────────────────┐
│ ▣ PRINT 1099 FORMS - CITY OF WESTFIELD                    _ │□│ X │
├─────────────────────────────────────────────────────────────────────┤
│ File  Edit  Tools  Help                                               │
├─────────────────────────────────────────────────────────────────────┤
│ ✔ ✗  ✂ 📋 📋 📋  🔍 ☰  📄 📝 ✗  🔍 🖨 💾  📄 📄 📎 📷  ❓ 📐          │
├──────────────┬──────────────────────────────────────────────────────┤
│ ─Action─     │  1099-R Year │ 2006 │                                  │
│ ┌──────────┐ │  ┌─Employer──────────────────────────────────────┐   │
│ │ Define   │ │  Entity Code │                          ▼ │         │
│ └──────────┘ │  EIN          046001356                          │   │
│ ┌──────────┐ │  Name        │CITY OF WESTFIELD            │      │   │
│ │ Align    │ │              │                             │      │   │
│ └──────────┘ │  Address     │59 COURT ST                  │      │   │
│              │  City        │WESTFIELD                    │      │   │
│              │  State       │MA│        Zip  │01085│            │   │
│              │  └─────────────────────────────────────────────┘   │
│              │  ┌─Options───────────────────────────────────────┐   │
│              │  Sort Order   │4 - WORK LOC/EMPLOYEE NAME   ▼│    │   │
│              │  1099-R Form  │1099RLOW - 1099R LOW DEF     ▼│    │   │
│              │  State Option │STATE ID #1 FROM PR STATE CODE TABLE ▼│ │
│              │       ☐ Use LIT Description                        │   │
│              │  └─────────────────────────────────────────────┘   │
│              │  ┌─Criteria──────────────────────────────────────┐   │
│              │  Location │      │  to │ZZZZ│                     │   │
│              │  Work Loc │Z911 │  to │Z911│                     │   │
│              │  Employee │    0│ to │  999999│                  │   │
│              │  Name     │S* │    to │TAYLOR│                   │   │
│              │  └─────────────────────────────────────────────┘   │
├──────────────┴──────────────────────────────────────────────────────┤
│ Define report parameters.                                 │OVR│     │
└─────────────────────────────────────────────────────────────────────┘
```

3. Set or confirm that the form fields are set to:
   ◊ W-2 Year = Current Reporting Y ear
   ◊ EIN =046001356
   ◊ NAME = CITY OF WESTFIELD
   ◊ ADDRESS = 59 COURT ST
     WESTFIELD MA 0085
   ◊ SORT ORDER = WORK LOC/EMPLOYEE NAME
   ◊ 1099-R FORM = FORM DEFINITION NAME
   ◊ STATE OPTION = STATE ID #1 FROM PR STATE CODE TABLE
   ◊ USE LIT DESCRIPTION = **NOT SELECTED**
   ◊ LOCATION = TO ZZZZ
   ◊ WORK LOC = TO ZZZZ
   ◊ EMPLOYEE = 0 TO 999999
   ◊ NAME = TO ZZZZZZ
4. Click on ✔ to finish the define.

5. From file select output.

Print

Printer

Name: bulk_rp   [▼]   [Properties]

Status: Reserved for department 342
ID: 71

Report Title

PRINT 1099 FORMS

Options
☐ Print to File [   ]

Copies
[1] [↑] [↓]

[✔ OK] [✘ Cancel] [▣ Display] [Local Print]
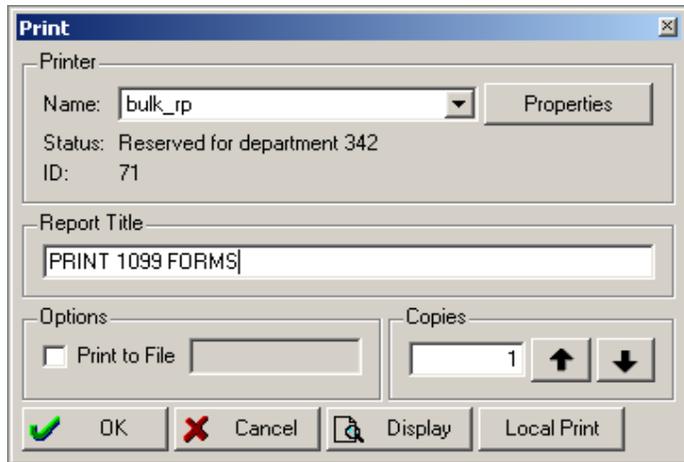
6. Select Printer "bulk_rp" or "bulk_rp"
PLEASE NOTE: The forms will align better on one printer then another, so be sure that you test the form alignment on all bulk printers to determine which is better suited to the form you are using

7. Click on ✔ to start printing.

8. Repeat form step 20.5, or 20.1 if a new form is to be used, for each copy required. (A, B and/or C)

Special Notes:

- In the paper trays, be sure to set the tray paper retainers to the marked paper size. (typically 8.5" x 11") if you set them too snug to the paper, you may encounter tray lifting problems
- The fuller the paper tray, the better the alignment. As the paper nears empty, the alignment will begin to wander further away.

Step 22 – Print 1099-M

1. From Financials
   - ◊ D – Accounts Payable
   - ◊ I – AP 1099 Functions
   - ◊ D – Print 1099-M Forms
2. Click Define

Print 1099-M Forms - MUNIS [CITY OF WESTFIELD]

My File Edit Tools Help

Define
Report
Forms
Mag-media

Year   2007
Minimum 1099-M amount   600.00

Code I   M
Box 0   7

☐ Use entity code restrictions
Dept/Loc [   ] to [zzzzz]

Defines and prints 1099-M forms.
186 1099-M vendor(s) found.   OVR

3. Set or Confirm the following
   - ◊ **Year:**
     Current Reporting year
   - ◊ **Minimum 1099-M amount:**
     600.00
   - ◊ **Code I:** Box = 0
   - ◊ **Code M**: Box = 7
   - ◊ **Use entity code restrictions:**
     Not selected
   - ◊ **Dept/Loc:**
     ____ to zzzzzz
4. Click on ✔ to finish the define
5. Click **Report**
6. Click the 🔍 binoculars

Vendor Screen

My File Edit Tools Help

Vendor number [   ]

OVR

7. Click on ✔ select all vendors
8. Under **File** select **Output**
9. Call Treasures office and ask them it it's ok to send the report to their printer
10. Set the **Printer name** to: treas_pm
11. Click Ok.
12. Close the Vendor dialog and return 1099-M form dialog.

Output

Output type
◉ MUNIS printer   Printer name: treas_pm   [...] Properties
○ Local printer   Status: Available
○ File   ID: 21
○ PDF   Comment: Outputs to a printer available to the MUNIS server. You may
○ Display   accept the default or select a different printer from the list.

Report title
VENDOR 1099-M EDIT

Options
☐ Landscape   Copies [1] ⬆ ⬇

OK   Cancel

13. Click Forms
14. Set or Confirm the following:

◊ **EIN:** 046001356
◊   **Name:**
  CITY OF
  WESTFIELD
◊ **Addr:** 59 COURT
  ST
◊ **City:** WESTFIELD
◊ **State:** MA
◊ **Zip:** 01085
◊ **Telephone Number:**
  413 572-6232
◊ **First State Number:**
  Code: MA
  ID: 046001356
◊ **Second State
  Number:** Blank
◊ **Print Sequence:**
  Vendor name
◊ **Print DBA Name:** ?
◊ **Form ID:**
  1099MLMA

15. Click the 🔭 binoculars
16. Click on ✔ select all vendors

17. Under **File** select **Output**
18. Set the **Printer name** to: bulk_rp
19. Click Ok.
20. Close when completed

Step 23 – Generate Magnetic Media File

1. From Payroll & Personnel:
   ◊ D – End of Period Functions
   ◊ A – End of Period Processing
   ◊ E – W-2 & 1099-R Processing Menu
   ◊ H – W-2 Create Electronic File
2. You will be creating 3 files: 1 state W-2, 1 Federal W-2 and 1 Federal 1099-R.
   ◊ For each of these files repeat steps 3 - 8.
   ◊ In Step 4, change **the FORMAT CODE** for each Pass
   ◊ The "CR/LF at End of Record" is selected only on the 1099-R pass (the third listed)
3. Select **Define.**
4. On the Electronic File tab, set or confirm that the form fields are set to:

   ◊ **REPORTING YEAR:** CURRENT REPORTING YEAR
   ◊ **FORMAT CODE:** 1 PER PASS
        1. MAWM – MASSACHUSETTS W2 EFW2
        2. FDWM – FEDERAL W2 EFW2
        3. FD9D – FEDERAL 1099-R
   ◊ **COMPUTER MANUFACTURER:** NOT IMPORTANT-OLD REQUIREMENT
   ◊ **CR/LF AT END OF RECORD:** SELECTED ON 1099-R PASS ONLY, ELSE NOT SELECTED
   ◊ **THIRD PARTY FIT WITHHOLDING:** 0.00
   ◊ **SECTION 457 DEFERRED COMP PLAY:** SELECTED
   ◊ **COMBINED FEDERAL/STATE 1099:** NOT SELECTED

- ◊ **LOCATION:** TO ZZZZ
- ◊ **WORK LOC:** TO ZZZZ
- ◊ **STATE:** TO ZZ
- ◊ **LIT:** TO ZZZZZZZ
- ◊ **LIT Reference:** Blank
5. On the Employer Info Tab

- ◊ **EIN:** 046001356
- ◊ **NAME:** CITY OF WESTFIELD
- ◊ **ADDRESS**:
  59 COURT ST
  WESTFIELD MA 0085
- ◊ **STATE OPTION:** State ID #1
- ◊ **STATE CONTROL NUMBER:** *BLANK*
- ◊ **ESTABLISHMENT:** *BLANK*
- ◊ **1099-R NAME CONTROL:** *BLANK*
- ◊ **1099-R TRANSMITTER CONTROL:** 08P54
- ◊ **USER ID:** MJK933V3
- ◊ **Other Transmitter/Submitter Information same as in Employer Section**

Information tab, confirm that the contact information is correct.

7. Select the 🖫 disk icon. When the process is finished, be sure to record the file name as you will need it when you transfer it from Munis server.
8. Remember, you will be running this process a total of three times, if you completed the third pass, continue to step next step, otherwise return to step 22.3
9. From an FTP client, log into the Munis server and from the root go to the /u2/live/spool folder.
10. Find and Binary Download the three files you created during step 7 then rename them to something like: FEDW2.TXT, MASSW2.TXT, FED1099R.TXT. **PLEASE NOTE:** There are no requirements for the file name other then a "reasonably named extension" which means using something like ".TXT" or ".DAT". For our purposes, the ".TXT" extension should be used. The filename itself is unimportant and should be something simple and clear enough to delineate one file from the other. It is recommended, that name should start with and alphabetic character and NOT a number, symbol, dash or underscore (A123.TXT is correct, 123A.TXT is not)
11. Zip compress all three files.

Step 24 - Create W-2 & 1099-R Register List – Detail List by Work Location.

Repeat step 13

City of Westfield Accounts Payable Documentation

1. Print AP Checks
Financials – Accounts Payable Menu – Cash Disbursements Menu – Automated Checks

Click Print – Define as necessary
      Warrant #   Check Date   **1st check number** - GET FROM BOX

Check **ON** – Include greater than maximum invoices per check

      Should display number of invoices & checks, and total amount of checks
      Balance total amount with Auditor's Office sent to us by e-mail

Lineup for laser printer
      Make sure checks are in sequential order
      Load forms in Tray 4 – Face Down – top of form toward wall
      Check will start printing from the top of file

Click File/Output
      Use bulk3_rp as primary printer, bulk_rp as secondary printer

Note: Remittance Advice List (*may or may not pop up*)
      Change paper back to regular laser paper after checks have finished printing and click OK
      Send to Treasurer
NOTE: See Reprint procedures if necessary

When completed – Exit to main menu

CHECK REPRINT PROCEDURE

If paper jams, or you run out of checks – Put printer offline **DO NOT CANCEL PRINT JOB**

Clear paper jam; replace any remaining checks with plain paper
Put printer online and let check run finish
– You need to have the last check number to restart printing checks.

Financials – Accounts Payable Menu – Cash Disbursements Menu – Automated Checks

Click Rerun
Select
Original check range
Start number – 1st check to be reprinted
Last number – last check to be reprinted

First check number – first number of new checks

Lineup for laser printer
Make sure checks are in sequential order
Load forms in Tray 4 – Face Down – top of form toward wall
Check will start printing from the top of file

Click File/Output
Use bulk3_rp as primary printer, bulk_rp as secondary printer

Note: Remittance Advice List (*may or may not pop up*)
Change paper back to regular laser paper after checks have finished printing and click OK

2. Cash Disbursement Journal

Financials – Accounts Payable Menu – Cash Disbursements Menu – Cash Disbursements Journal

Click Define – define as necessary

      Warrant #   (EOY may have letters)

      Check Date

      UNcheck include alignments/checks without warrants

      GL Effective Date (same as check date, EOY = 06/30/yyyy)

          Year – current fiscal year

          Period – fiscal month

July	1	October	4	January	7	April	10
August	2	November	5	February	8	May	11
September	3	December	6	March	9	June	12

               EOY – as directed by auditor - 13

Note: Make sure YEAR & PERIOD are correct – Auditors Office has to close out end of month

      Reference = **CHECK DATE** (EOY may need to omit letters at end of warrant)

      Check off – **Print invoice GL Accounts** - Select **Full Account**

Click print icon to print to laser – send to Auditor

At end of report, will show # of checks & dollar amount. Balance with warrant totals from step 1

      Report includes manual checks and wire transfers – go back for printed check totals

Ok to post if totals are balanced

When completed – Exit to main menu

3. Check Reconciliation – Report
Financials – Accounts Payable Menu – Cash Disbursements Menu – Check Reconciliation
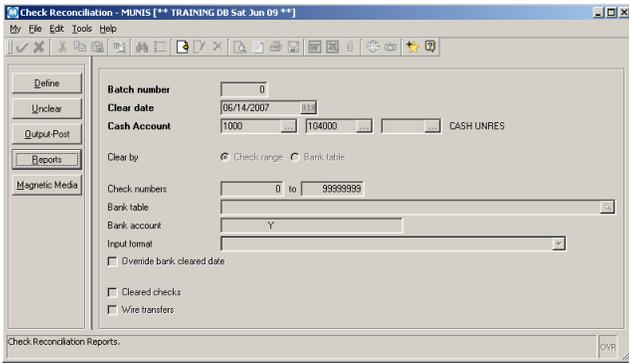
Click Reports

Click Report options
   Select as shown

   Check date range
      From/to = check date
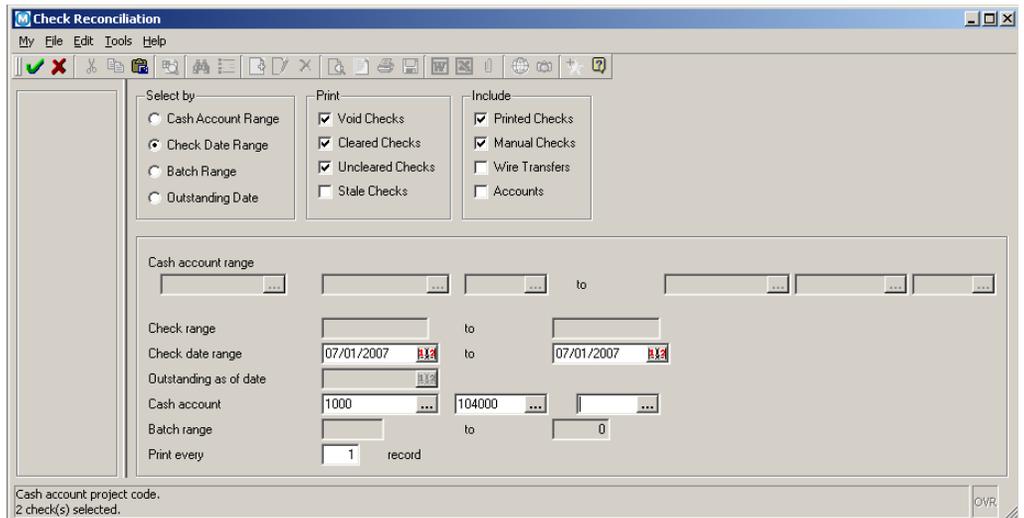
NOTE: EOY
If there are multiple warrants
   with same check date

Change Select By to
   Cash Account Range

Put check numbers printed
in step 1 in check range
from/to boxes
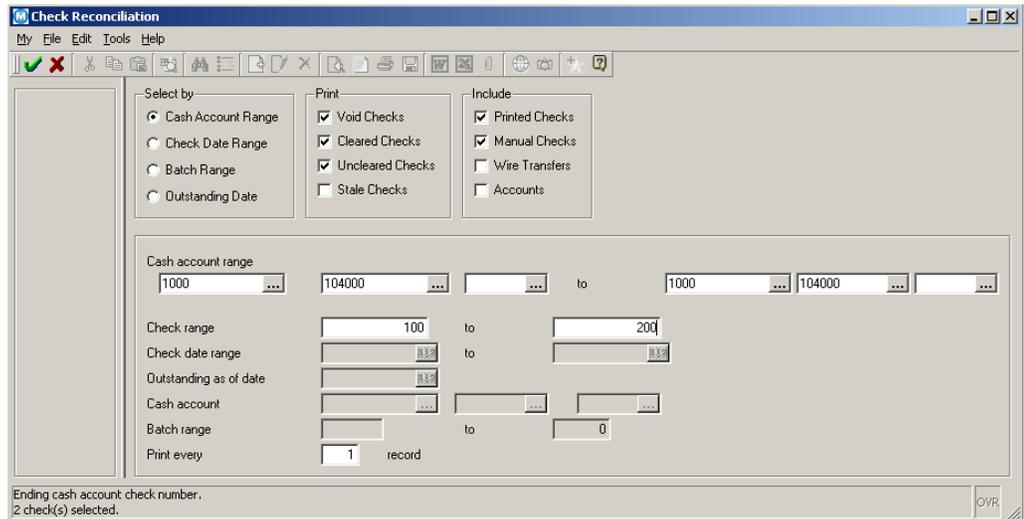
Click File/Output – change # of copies to 2
      Use report to complete Bank transmittal form (for step 6)

      Exit Report Options screen to Check Reconciliation screen

4. Check Reconciliation – Magnetic Media
Financials – Accounts Payable Menu – Cash Disbursements Menu – Check Reconciliation
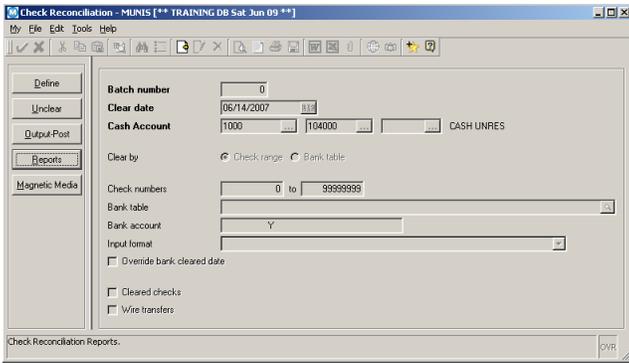
Click Magnetic Media

Click Define

    Check date range

    Output filename = ap**xxxxxx**
        (xxxxxx = warrant #)
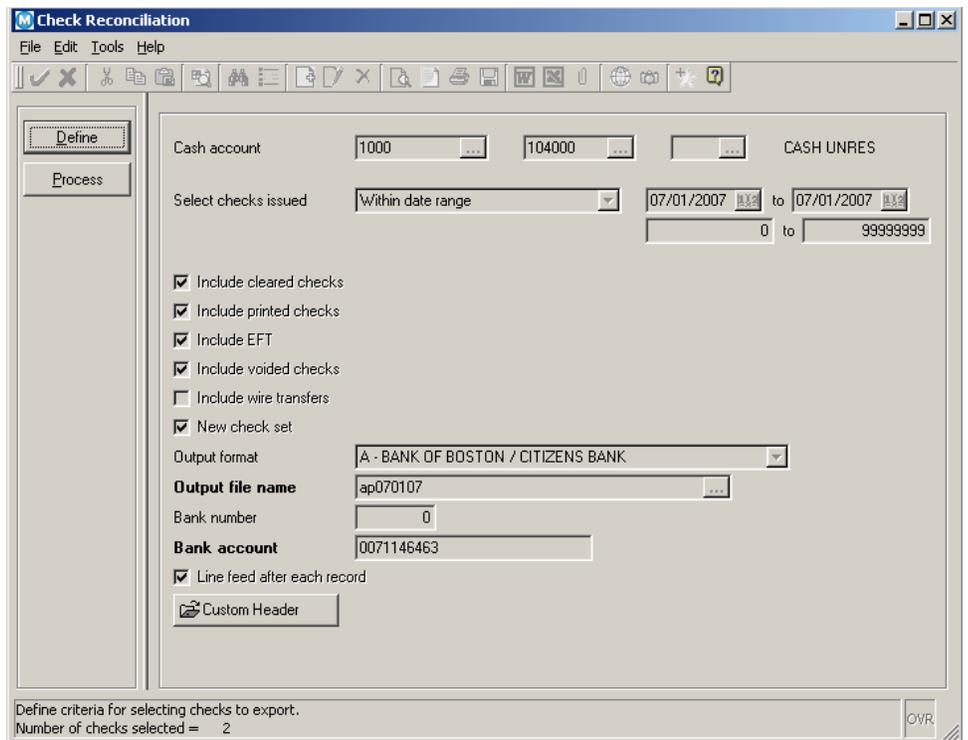
Click Process
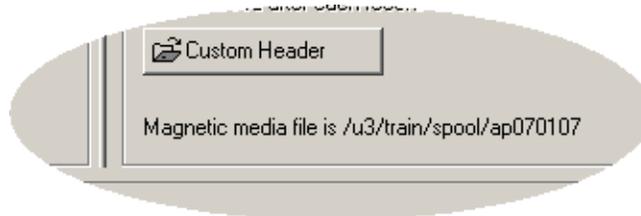
Note name of magnetic file at bottom of screen. You will need this filename in step 5.

Exit Report Options screen to Check Reconciliation screen. Exit to main menu

5. Check Reconciliation ACH File Creation

Command Prompt
H:\> **J:**
J:\> **cd ap**
J:\ap\> **mkdir xxxxxx** (xxxxxx is warrant #)
J:\ap\> **cd xxxxxx**
J:\ap\xxxxxx> **telnet munis**
     – logon as yourself
     After logon – follow script below

At menu hit **cntrl ** (control key and backslash key at same time)

$ **cd /u2/live/spool**
$ **pwd**
$ **rm achfile**
rm achfile Y/N? **Y** (this may or may not be asked)
$ **mv apxxxxxx achfile** (xxxxxx is warrant#)
$ **chmod 777 achfile**
$ **./createach**
Bank Boston ACH Transmission
ACH file WESTACH is ready for file transfer
$ **/usr/bin/blk3d_ls westach**
    (or **/usr/bin/bulkd_ls westach**)
$ **exit**

STOP & CHECK PRINTOUT
    Check payroll date
    Check header on top of file
        STRIPS WESTFIELD MA
        acct # 0071146463

J:\ap\xxxxxx> **ftp munis**
    – logon as yourself

ftp> **cd /u2/live/spool**
ftp> **pwd**
ftp> **get westach**
ftp> **quit**
J:\ap\xxxxxx> **exit**

6. Transmit Check Reconciliation ACH File

Bank notification – FAX file to bank

7. Transmit Check Reconciliation

Start
Dial Connections
Check Reconcilliation.ht
Click **OK**
Click **dial**

After connection, you should get login prompt.
     User Name
     Password
Wait until you see "The current file transfer protocol is KERMIT".

Under transfer menu, click on **Send File.**
     Make sure protocol is **Kermit**
     Type in **J:\ap\xxxxxx\westach** in filename box
          (xxxxxx = curr war #)
     Click **Send**

Send status box will appear.
When box closes, select Exit from file menu.

Click YES to disconnect.

DISTRIBUTION OF ACCOUNTS PAYABLE

Treasurer   Accounts Payable checks (step 1)
                 Remittance Advice list (step 1)
                 Check Reconciliation report (step 3)

Auditor   Cash Disbursement Journal (step 2)

Tech Center   Check Reconciliation report (step 3)

ACCOUNTS PAYABLE CHECK LIST

_____ **1) Print AP Checks**

Warrant #_____   Check date __ __/__ __/__ __

Amount $ _____

Use tray **4** on laser **bulk3_rp** (or bulk_rp) forms face down with top of form toward wall with highest check # on the bottom and lowest on top. The checks feed from the top.

Check # _____ to#_____   Checks_____

_____ **2) Cash Disbursement Journal**

Year **2012**   Period_____   Reference (**CHECK DATE**)_____

_____ **3) Check Reconciliation – Report**   Amount $ _____

_____ **4) Check Reconciliation – Magnetic media** D:\genmunis\spool\ap_____

_____ **5) Check Reconciliation ACH File Creation**   _____

NOTIFICATION AND TRANSFER

_____ **6) Bank Notification – Fax transmittal**

_____ **7) Transmit Check Reconciliation** _____ Time **P:\ap_____\westach**

LOCKBOX PROCEDURES

1.   Click Lockbox connection icon
        Click OK

2.   Click Dial
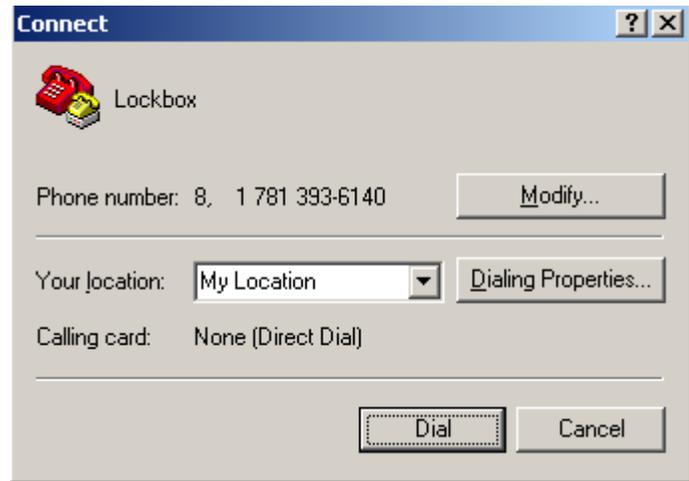
3.   Log into Lockbox system

First name prompt
        CITY OF WESTFIELD

Password prompt

4.	Type "C" and <enter>

Welcome Online with: CBT Items Processing

Wildcat! v5.4 BBS System

[C]ontinue, [N]onstop? [C]
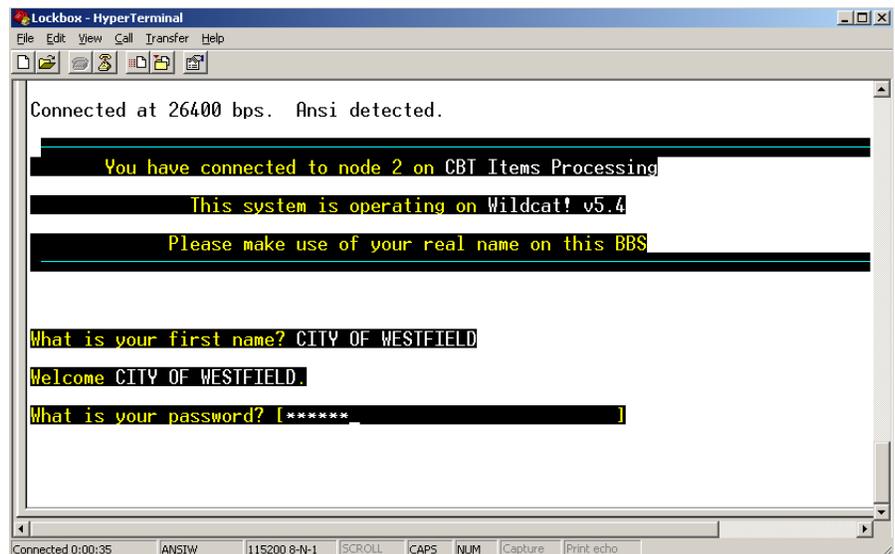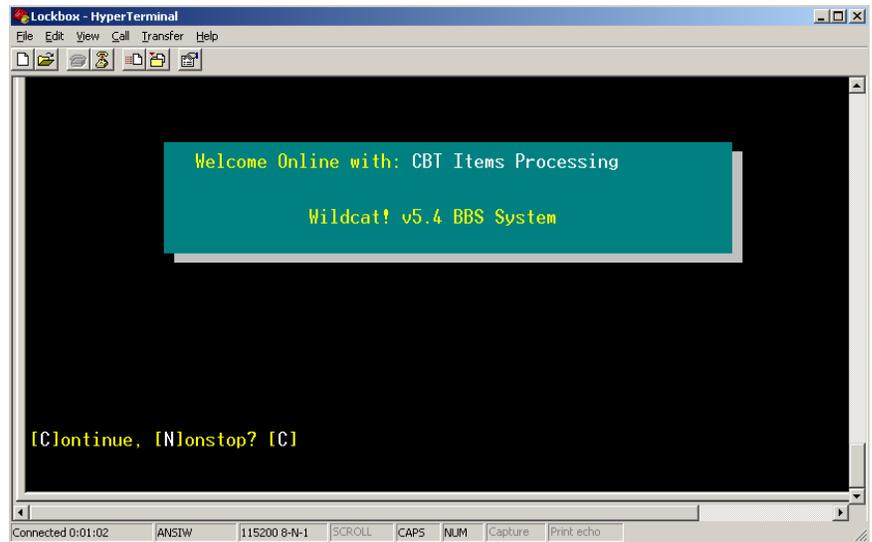
5.	Press <enter>
	at welcome screen

Wildcat! v5.4 BBS System

City, your quote for today is:

"For questions or concerns please call Century Lockbox Customer Service at 1-781-393-6110 or 1-781-393-6165"
-Thank You

Checking for personal mail, please wait...You have no new personal mail.

Press [ENTER] to continue? _
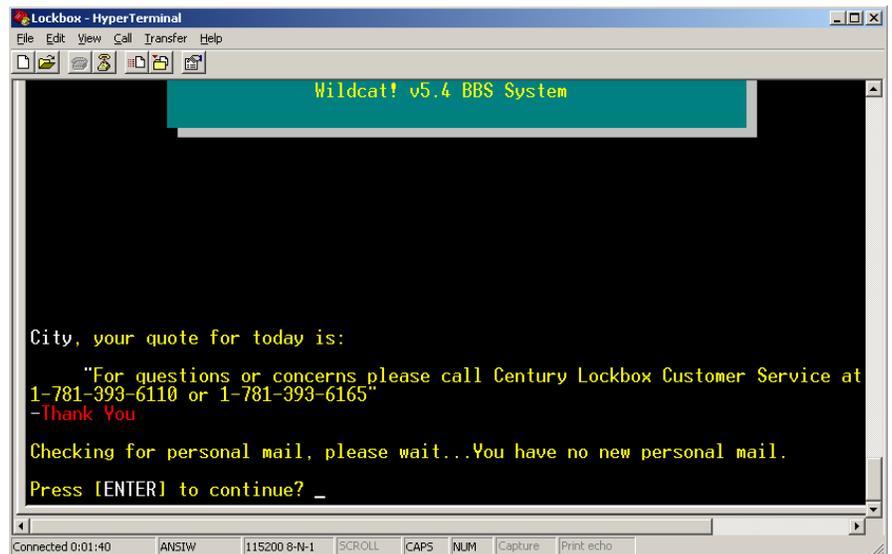
6.	Type "F" and <enter>
		to access file
	menu

Main Menu   WIN Server

1 SYSOP MENU
C Comments to Sysop
F FILE MENU
G Goodbye
H Change help level
I Initial Welcome
M MESSAGE MENU
Q QUESTIONNAIRE MENU
? Command Help

Time Left : 59 Total Time Online : 2,466

Main Menu Command >> F
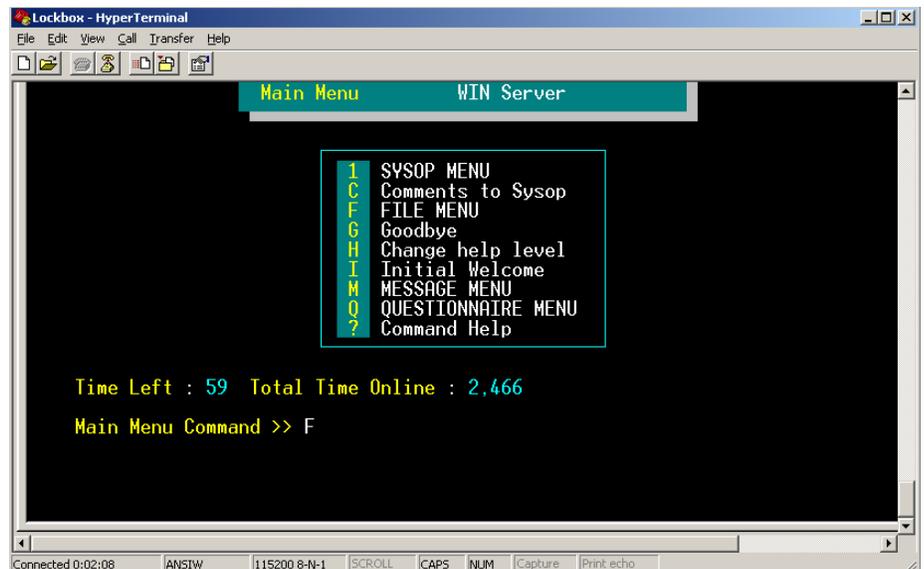
7.   Type "L" and <enter>
         to list files
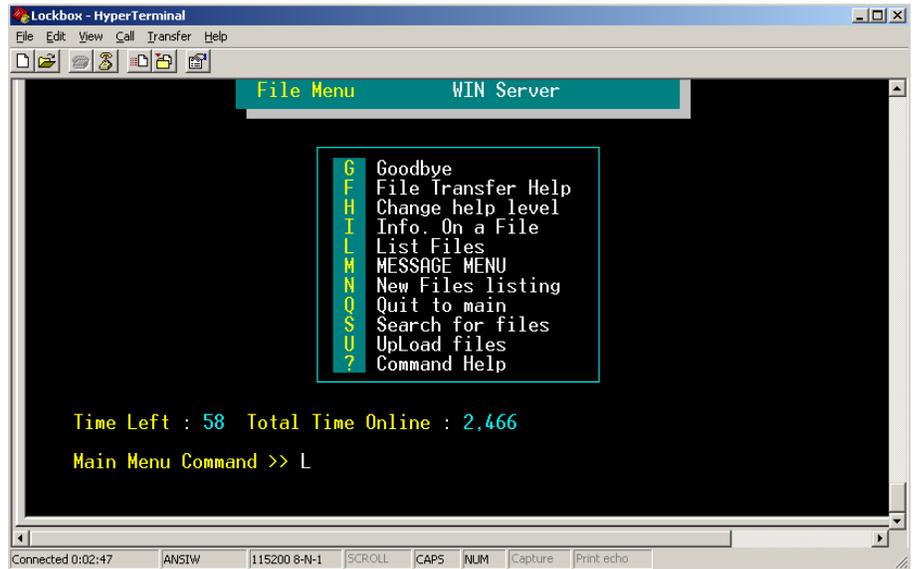
8.   Enter number(s) of line of files to download followed by <enter> to mark them with a *
         Single file to mark   file number then <enter>
         Multiple files to mark   (1,2) or (3,5) or (1-4) etc then <enter>

EITHER SCREEN SHOT OR WRITE DOWN FOLLOWING INFORMATION FOR EACH FILE
FILE NAME, $ TOTAL, AND ITEM COUNTS
NEEDED FOR EMAIL IN LAST STEP

Type "C" and <enter> to go to next page of files (if necessary)

9. Type "D" and <enter>
   to download
   after all files have been
   marked

```
Lockbox - HyperTerminal
File  Edit  View  Call  Transfer  Help

* 1   WX021607.DAT   w/o  02/16/07   $531.78    items=5    EX
* 2   WX022007.DAT   w/o  02/20/07   $1,945.69  EX items = 24
* 3   WX022107.DAT   w/o  02/21/07   $2,415.74  EX items = 39
* 4   WX022207.DAT   w/o 02/22/07 $464.34  items = 9 EX
[C]ont,[P]rev,[H]elp,[N]stp,S[k]lip,[M]ark,[D]nld,[I]nfo,[V]iew,[Q]uit? [D_   ]

Connected 0:06:42    ANSIW    115200 8-N-1   SCROLL   CAPS   NUM   Capture   Print echo
```
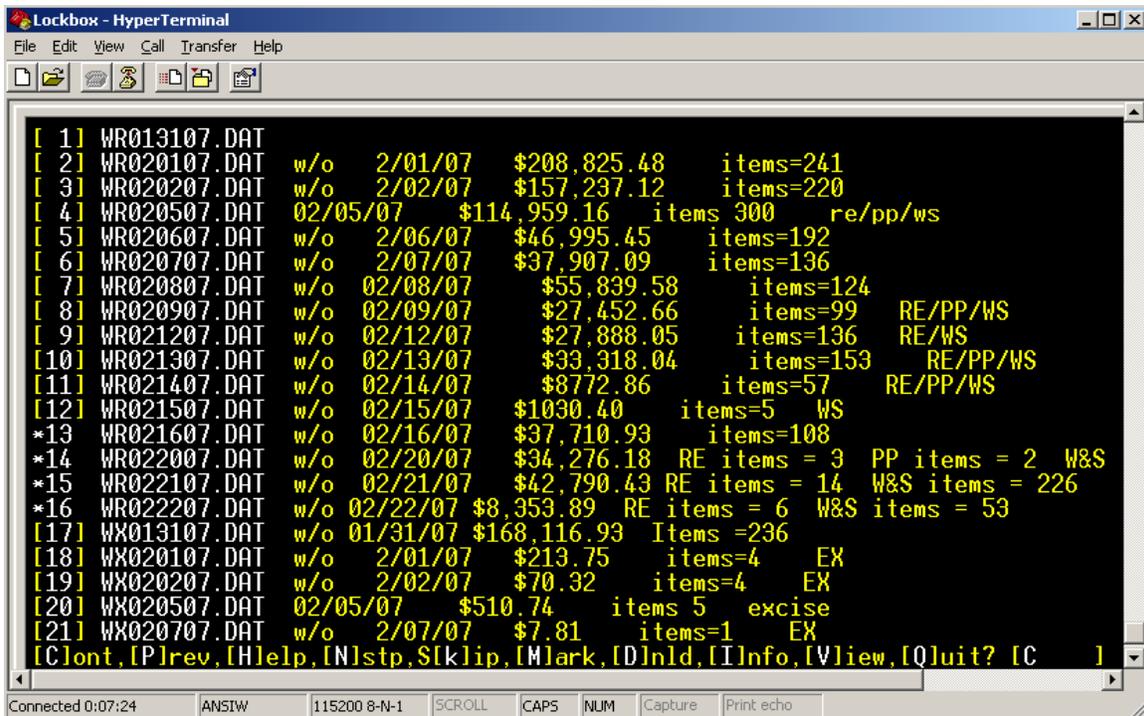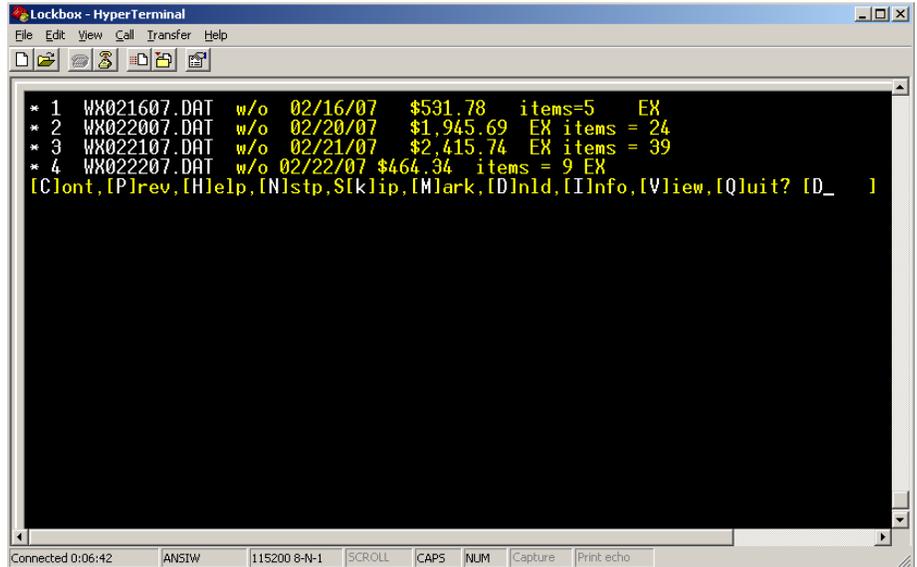
10. Review files
    Type "D" and <enter>
        again to download

```
Lockbox - HyperTerminal
File  Edit  View  Call  Transfer  Help

You have these MARKED files queued ready for download:

                         Bytes        Time     Total Bytes   Total Time
                      ------------  ----------  ------------  ----------
[  1] WR021607.DAT         9,185     0:00:05        9,185      0:00:05
[  2] WR022007.DAT         8,693     0:00:05       17,878      0:00:09
[  3] WR022107.DAT        20,255     0:00:10       38,133      0:00:19
[  4] WR022207.DAT         5,167     0:00:03       43,300      0:00:21
[  5] WX021607.DAT           492     0:00:01       43,792      0:00:21
[  6] WX022007.DAT         2,050     0:00:01       45,842      0:00:22
[  7] WX022107.DAT         3,362     0:00:02       49,204      0:00:24
[  8] WX022207.DAT           984     0:00:01       50,188      0:00:24

[D]ownload   - Download all marked files.
[A]dd        - Add more files (by name) to the download list.
[G]oodbye    - Download all marked files, then logoff automatically.
[T]humbnail  - Create composite image(s) of all picture files.
[E]dit       - Edit/View marked files.
[Q]uit       - Return to the menu prompt.

Download command? [D]

Connected 0:08:16    ANSIW    115200 8-N-1   SCROLL   CAPS   NUM   Capture   Print echo
```

11. Type "K" and <enter>
    Kermit Transfer protocol

```
Lockbox - HyperTerminal
File  Edit  View  Call  Transfer  Help

[  2] WR022007.DAT         8,693     0:00:05       17,878      0:00:09
[  3] WR022107.DAT        20,255     0:00:10       38,133      0:00:19
[  4] WR022207.DAT         5,167     0:00:03       43,300      0:00:21
[  5] WX021607.DAT           492     0:00:01       43,792      0:00:21
[  6] WX022007.DAT         2,050     0:00:01       45,842      0:00:22
[  7] WX022107.DAT         3,362     0:00:02       49,204      0:00:24
[  8] WX022207.DAT           984     0:00:01       50,188      0:00:24

[D]ownload   - Download all marked files.
[A]dd        - Add more files (by name) to the download list.
[G]oodbye    - Download all marked files, then logoff automatically.
[T]humbnail  - Create composite image(s) of all picture files.
[E]dit       - Edit/View marked files.
[Q]uit       - Return to the menu prompt.

Download command? [D]


[A] Ascii          [X] Xmodem        [C] Xmodem/CRC     [F] Xmodem/1K
[O] Xmodem/1KG     [Y] Ymodem        [G] Ymodem/G       [K] Kermit
[Z] Zmodem

Select a file transfer protocol? [K]

Connected 0:09:12    ANSIW    115200 8-N-1   SCROLL   CAPS   NUM   Capture   Print echo
```

12. Click on Transfer
Receive files

13. Confirm receiving protocol is Kermit, verify path to file directory

(where J: = \\westfile\transfer$ in this case)

click Receive to download files

Screen will display as files are downloaded. If errors, screen will close and you need to repeat the receive process
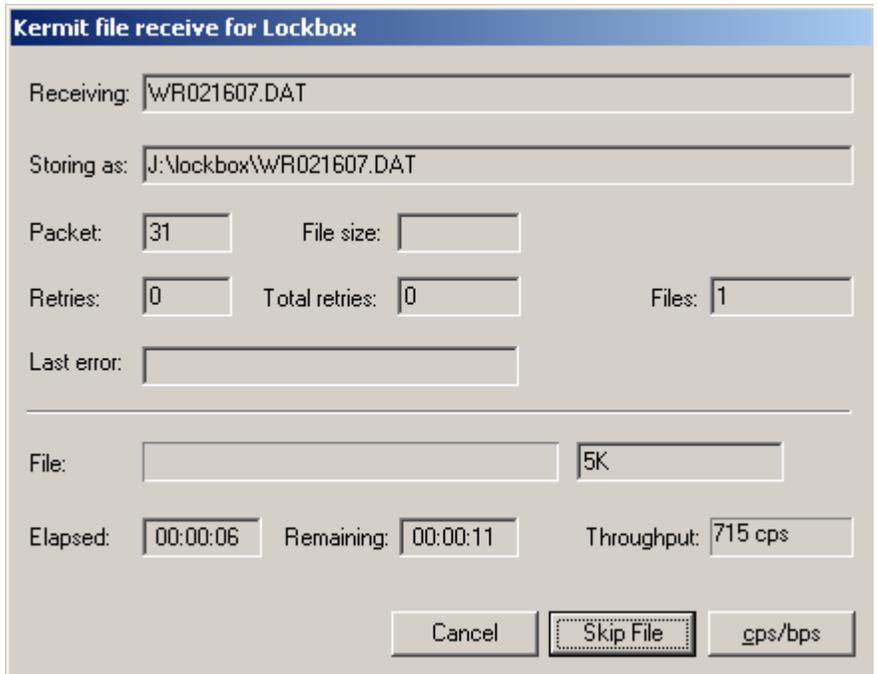
14.   Press <enter>
        when download is completed
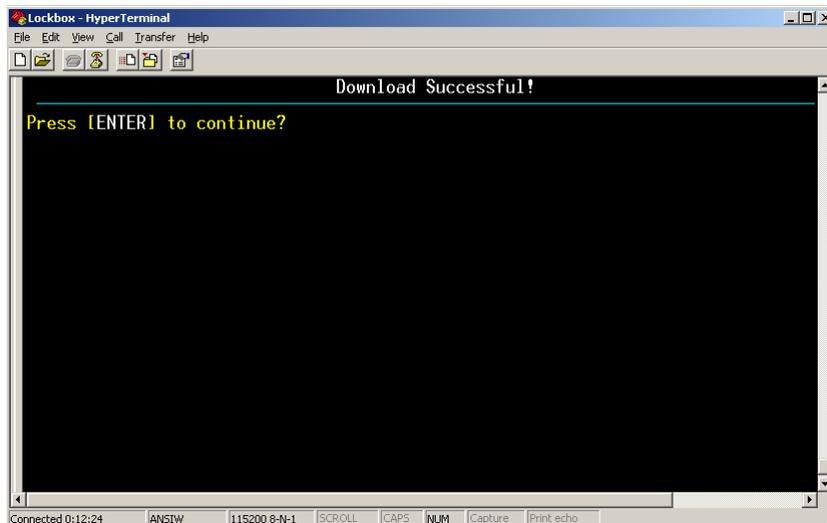
15.   Type "Q" and <enter>
             to quit
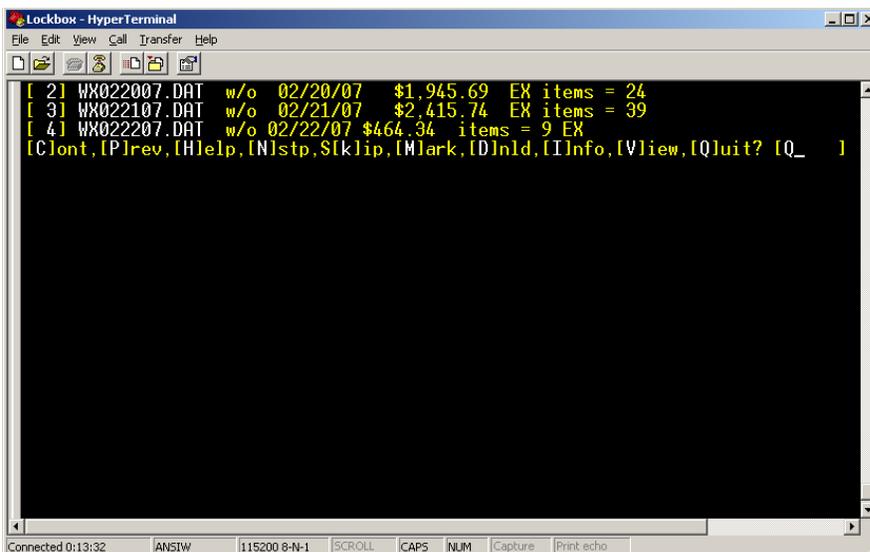
16.   Type "G" and <enter>
             to log off
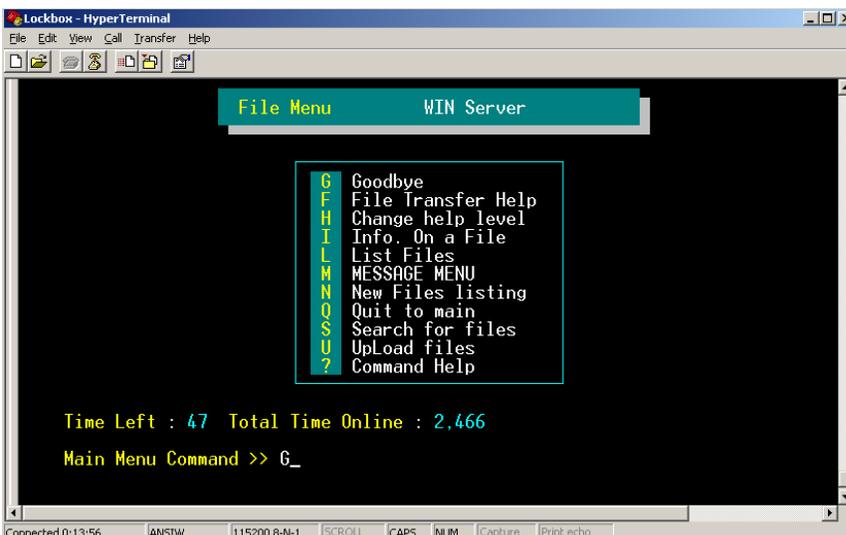
17. Type "Y" and <enter>
       to confirm log off
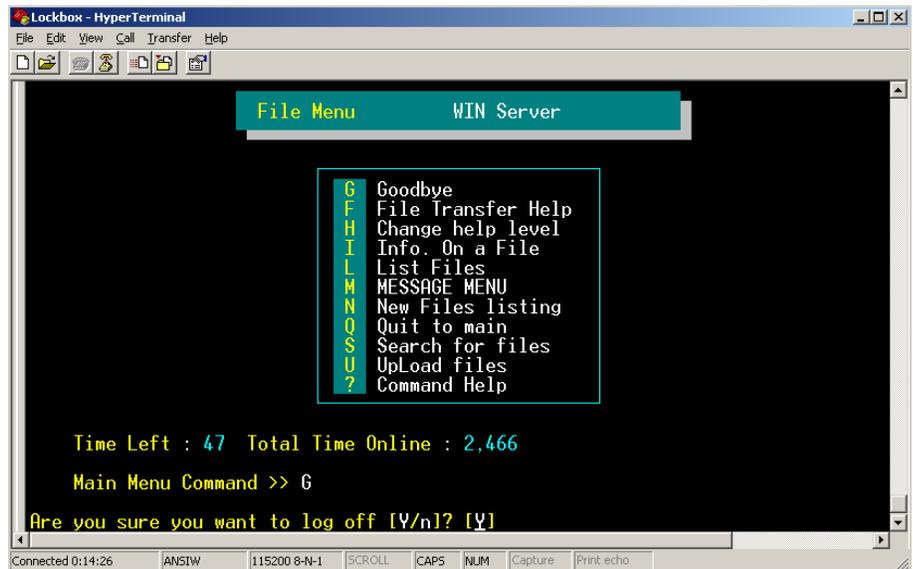
18. Close program
    Confirm disconnect
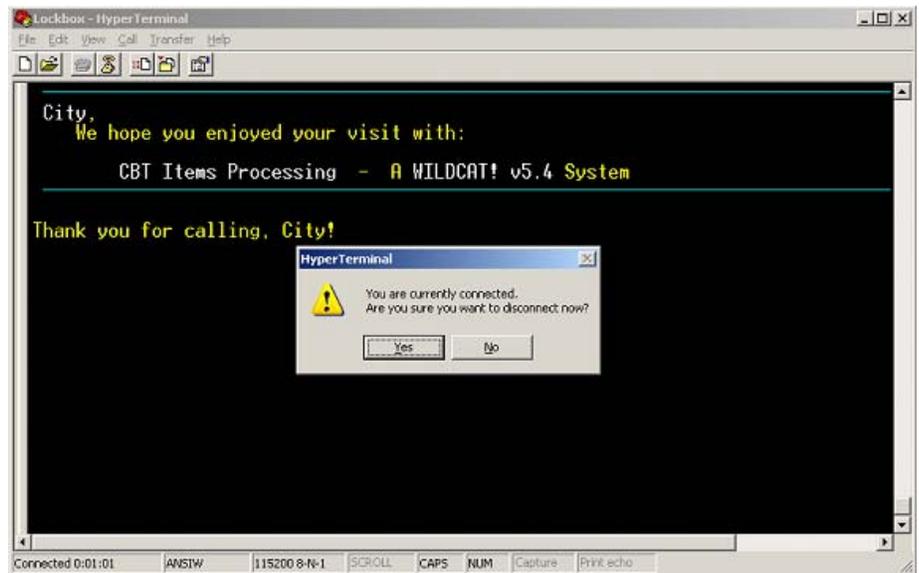
19. Send email to city collector

    m.mcmahon@cityofwestfield.org

           FILE NAME
           $ TOTAL
           ITEM COUNTS

In case of problems:
Century Bank & Trust
        781-393-6104
        888-692-6100

First Quarter Tax Billing Check List

Step	Date	Done	Description	Responsible
1			Real Estate & PP Information from Collectors	Collector
2			Tax Parameter Maintenance – Updated	Computer Center
3			Tax Year Parameter Maintenance	Computer Center
4			Check Data on Screen Dumps *Need ok to continue.*	Collector
5			Tax Charge Codes Setup/Updated	Collector
6			Exception/Discount Codes Setup/Updated	Assessor
7			Create VISION2 export file	Assessor
8			Import VISION2 file – RE & PP (current Updated)	Computer Center
9			Print & verify LA-4 *Need ok to continue.*	Assessor
10			Generate New Tax Year	Computer Center
11			Create Preliminary Tax Bills	Computer Center
12			Assessor Checks file *Need ok to continue.*	Assessor
13			Tax Update	Computer Center
14			Preliminary Commitment Book - Proof *Spooled and printed to Assessor*	Computer Center
15			Assessor checks proof *Need ok to continue* *Journals need to be created before continuing!*	Assessor
WARNING – This is the old "Point of No Return." Munis has added "Reversal" options to a number of steps, but the reversal of the final proof isn't entirely perfected, so munis should be contacted before it is attempting.				
16			Preliminary Commitment Book – Final *Spooled and printed to Assessor* (reversible.. sort of)	Computer Center
17			Generate A/R (Reversible)	Computer Center
18			Post Pre Payments	Collector
19			Assessor and Collector check billing data *Need ok to continue*	Assessor/Collector
20			Create Mag Media File	Computer Center
21			Retrieve Mag Media File From Server (FTP) • *Create bid/90 warning version of the file for PKS* • *Create Zip File*	Computer Center
22			Create RE & PP CD's	Computer Center
23			Email Zip Version as requested from the Collectors office – Refer outside requests to the Collectors Office	Computer Center

Notes:

All output should be spooled and save to the bill run archive.

"Bill Run Archive" refers to a folder that's used to contain all the data and reports from a bill run. Typically this folder resides in the computer center "Transfer" network share under \repp\fyxxxx\Q1, where xx is the fiscal year of the bill run.

There is no set rule for file names, though it is recommended to indicate a much of the FY, Quarter, and function information as possible. Naming should also be a consistent across the run as circumstance allows.

Spooled Munis output can be auto formatted to fit correctly on an 8.5" x 11" page in MS Word with the following macro:

```
Sub MunisWide()
'
' MunisWide Macro
'
'
    WordBasic.TogglePortrait Tab:=3, PaperSize:=0, TopMargin:="1.04", _
        BottomMargin:="1.04", LeftMargin:="1", RightMargin:="1", Gutter:="0", _
        PageWidth:="11", PageHeight:="8.5", Orientation:=1, FirstPage:=0, _
        OtherPages:=0, VertAlign:=0, ApplyPropsTo:=0, FacingPages:=0, _
        HeaderDistance:="0.5", FooterDistance:="0.5", SectionStart:=2, _
        OddAndEvenPages:=0, DifferentFirstPage:=0, Endnotes:=0, LineNum:=0, _
        StartingNum:=1, FromText:=wdAutoPosition, CountBy:=0, NumMode:=0, _
        TwoOnOne:=0, GutterPosition:=0, LayoutMode:=0, CharsLine:=41, LinesPage:= _
        36, CharPitch:=220, LinePitch:=360, DocFontName:="+Body", DocFontSize:=11 _
        , PageColumns:=1, TextFlow:=0, FirstPageOnLeft:=0, SectionType:=1, _
        FolioPrint:=0, ReverseFolio:=0, FolioPages:=1
    Selection.WholeStory
    Selection.Font.Size = 8
    WordBasic.PageSetupMargins Tab:=0, PaperSize:=0, TopMargin:="0.13", _
        BottomMargin:="0", LeftMargin:="1", RightMargin:="1", Gutter:="0", _
        PageWidth:="11", PageHeight:="8.5", Orientation:=1, FirstPage:=0, _
        OtherPages:=0, VertAlign:=0, ApplyPropsTo:=4, FacingPages:=0, _
        HeaderDistance:="0.5", FooterDistance:="0.5", SectionStart:=2, _
        OddAndEvenPages:=0, DifferentFirstPage:=0, Endnotes:=0, LineNum:=0, _
        CountBy:=0, TwoOnOne:=0, GutterPosition:=0, LayoutMode:=0, DocFontName:= _
        "", FirstPageOnLeft:=0, SectionType:=1, FolioPrint:=0, ReverseFolio:=0, _
        FolioPages:=1
End Sub
```

Step 1 – Preparation

Get real estate & personal property date information from Collectors – Collector/Assessor needs to check with Auditor's office to confirm that the journals have been setup.

Step 2 – Parameter Maintenance

1. From Property Revenue
   - ◊ F – Property Tax Billing
   - ◊ A – North East
   - ◊ C – Massachusetts
   - ◊ B – Assessor Auxiliary Program
   - ◊ A – Parameter F/M
2. Click on the ☐ Update icon.
3. On General Tab:
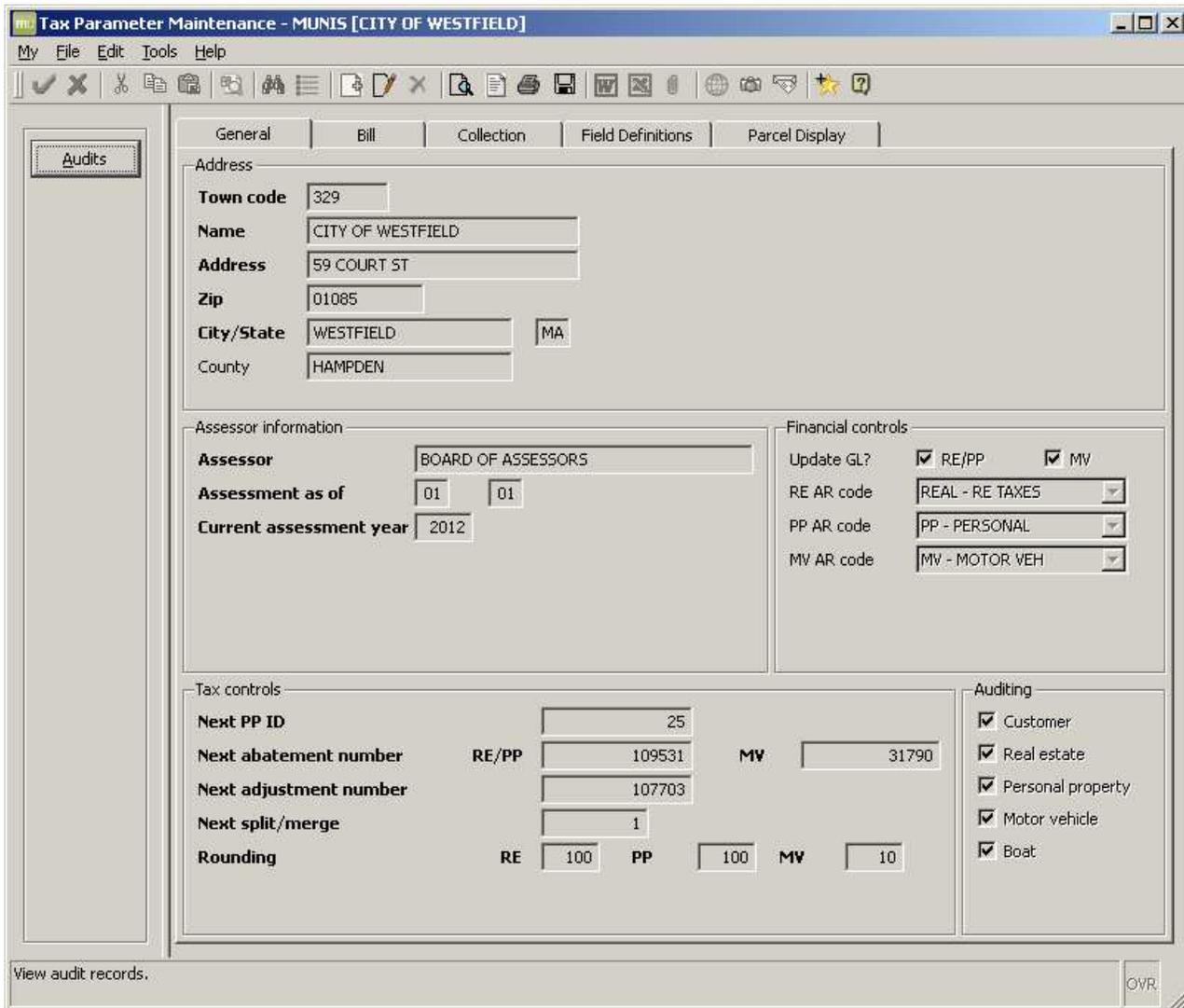
   - ◊ Check that the **Current Assessment Year** matches the tax year from the "Real Estate & PP Information from Collector" form.

4. On the Bill Tab Make sure:
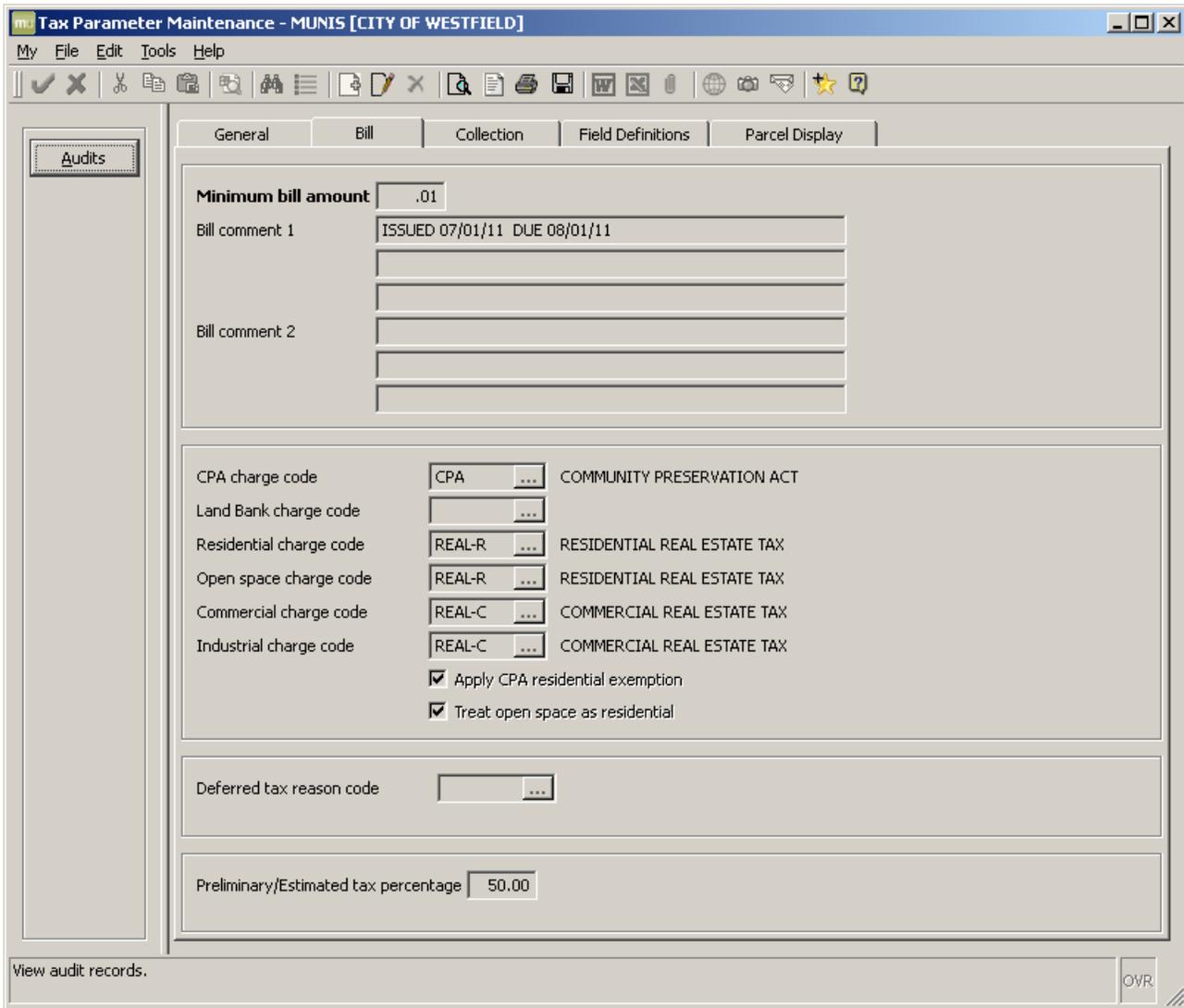
◊ **Minimum bill amount** = .01
◊ **Bill comment 1** = "ISSUED XXXX DUE YYYY" where XXXX is the used date and YYYY is the due data as defined on the "Real Estate & PP Information from Collectors" form.
◊ **Preliminary/Estimated tax percentage** = 50.00

5. On the Collection Tab:
   ◊ **Current collection year** = *Current Assessment Year from* "Real Estate & PP Information from Collector"

form.

6. Click on ✔ to finish

Step 3 – Tax Parameter Maintenance

NOTE: Print Date and Date First Due are the same

1. From Property Revenue
   - ◊ F – Property Tax Billing
   - ◊ A – North East
   - ◊ C – Massachusetts
   - ◊ B – Assessor Auxiliary Program
   - ◊ B – Tax Year Parameter F/M

2. Click on the 🗅 to add a new record
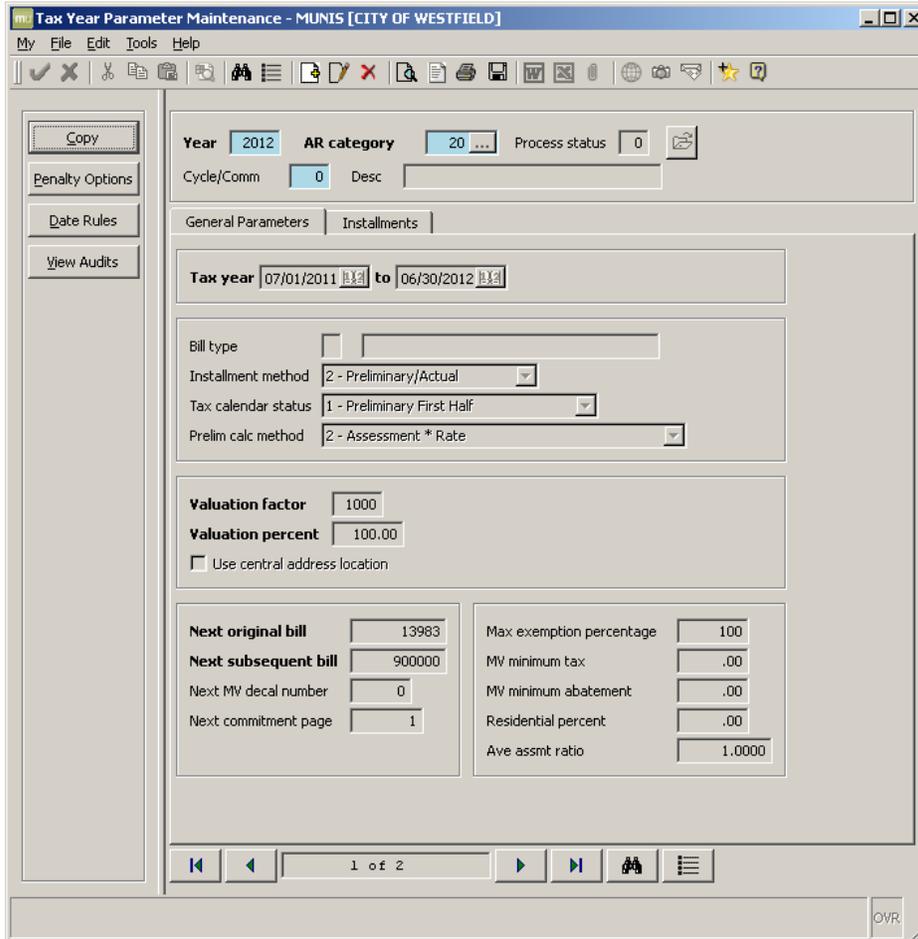
3. On the *General Parameters* tab, Set or confirm that:
   - ◊ **Year:** *Bill fiscal year*
   - ◊ **AR category:** 20
   - ◊ **Cycle/Comm:** 0
   - ◊ **Tax year:**
     07/01/xxxx **to** 06/30/xxxx
     (where xxxx: fiscal year)
   - ◊ **Installment method:**
     2 – Preliminary/Actual
   - ◊ **Tax calendar status:**
     1 – Preliminary First Half
   - ◊ **Prelim calc method:**
     2 – Assessment * Rate
   - ◊ **Include exempt:** selected
   - ◊ **Special assmt instmst:** not selected
   - ◊ **Valuation factor:** 1000
   - ◊ **Valuation percent:** 100.00
   - ◊ **Next original bill:** 1
   - ◊ **Next subsequent bill:** 900000
   - ◊ **Next commitment page:** 1
   - ◊ **Max exemption percentage:** 0

4. On the Installment tab

◊ Enter Preliminary/dummy dates as indicated by the Collectors Office.
5. Set or confirm that:
   - ◊ **Number of installments:** 4
   - ◊ **Minimum amount for installment:** 1
   - ◊ **Normal int routine:** 02
     Rate 1: 14.00 (Check rate)
     Rate 2: 0
   - ◊ **Delinq int routine:** 02
     Rate: 14.00 (Check rate)

   - ◊ **Tax rates for:**
     City: 0
     School: 0
     County: 0
     Utility: 0
     Other: 0
   - ◊ **Sale adv charge**: Blank
   - ◊ **Redemp adv chg**: Blank

6. Click on ✔ to finish
7. Repeat steps 3 – 7, substituting: **AR category:** 25

Step 4 – Check Changes – HOLD POINT

The Collector goes into Munis and confirms the dates from steps 2 and 3.

Step 5 – Tax Charge Codes – HOLD POINT

The Collector set the tax charge codes.

Step 6 – Exception/Discount Codes

The Assessor's Office creates and/or updates exception and discount codes

Step 7 – Create Vision Export File

The Assessor's Office creates two export files, one for real estate and another for personal property.

Step 8 – Import Vision2 files

1. From Property Revenue
   - ◊ F – Property Tax Billing
   - ◊ A – North East
   - ◊ C – Massachusetts
   - ◊ C – Assessor Processing and Reports
   - ◊ A – Import RE CAMA to Munis
2. Click "*Define*"

3. Set or confirm the following:
   - ◊ **Assessing system**:
     VISIN2-VISION CAMA Y2K
   - ◊ **Formatting Option**:
     WE-WESTFIELD
   - ◊ **Input File**:
     use the magnifying glass to
     select the file
   - ◊ **Multi Jurisdiction**: Not Checked
   - ◊ **Jurisdiction code**:
     CITY-CITY OF WESTFIELD
   - ◊ **Residential charge**:
     REAL-R
   - ◊ **Open Charge:**
     REAL-R
   - ◊ **Commercial charge:**
     REAL-C
   - ◊ **Industrial charge:**
     REAL-C
   - ◊ **Update:** Current
   - ◊ **Move current values:** Checked
   - ◊ **Move current owner names:** Checked
   - ◊ **Make parcels inactive:** Checked
4. Press ✔ or Enter to complete.
5. Click Process to import the data.
6. When the import is complete a dialog showing the number of parcels records process should appear. When it does:
   - ◊ Note the number of records
   - ◊ Click the *"OK"* button to continue
7. When the print Dialog appears, spool the report to a file (note file name)

8. From Property Revenue
   ◊ F – Property Tax Billing
   ◊ A – North East
   ◊ C – Massachusetts
   ◊ C – Assessor Processing and Reports
   ◊ B – Import PP CAMA to Munis
9. Click *"Define"*
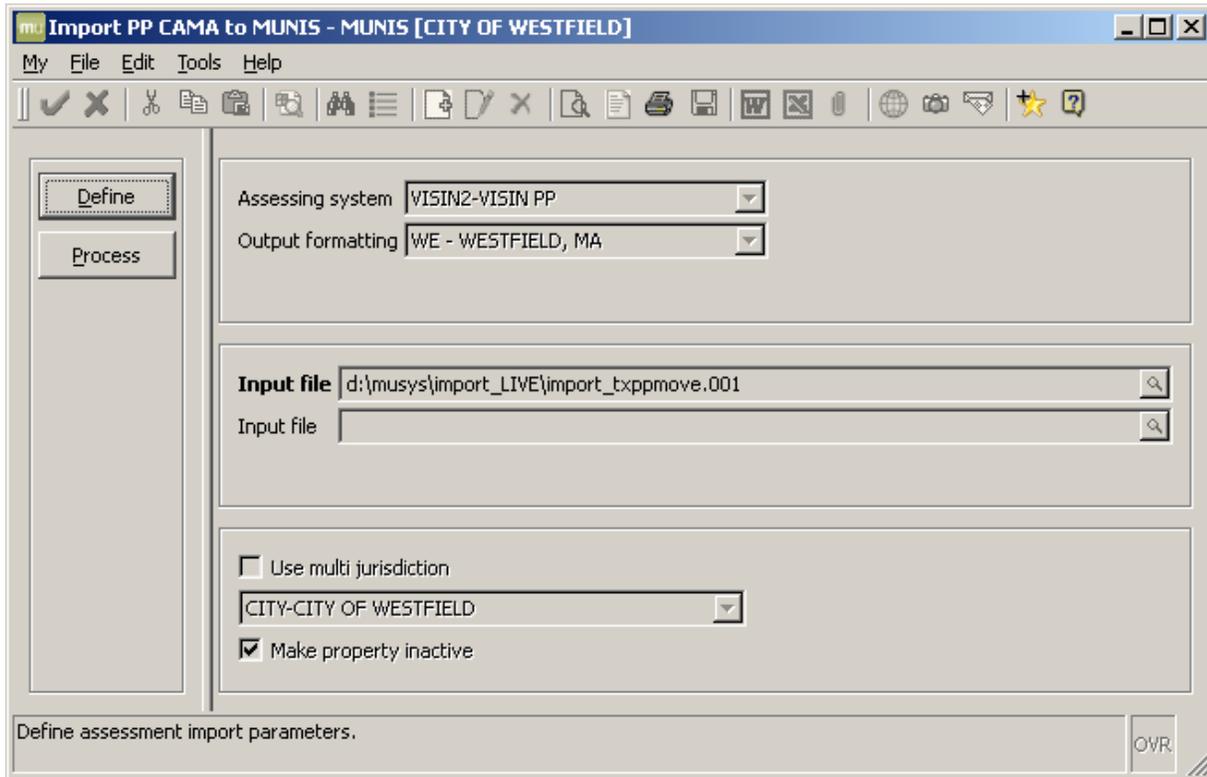
10. Set or confirm the following:
    ◊ **Assessing system**:
      VISIN2-VISIN PP
    ◊ **Formatting Option**:
      WE-WESTFIELD MA
    ◊ **Input File**:
      use the magnifying glass to select the file
    ◊ **Multi Jurisdiction**: Not Checked
    ◊ **Jurisdiction code**:
      CITY-CITY OF WESTFIELD
    ◊ **Make parcels inactive:** Checked
11. Press ✔ or **Enter** to complete.
12. Click Process to import the data.
13. When the import is complete a dialog showing the number of parcels records process should appear. When it does:
    ◊ Note the number of records
    ◊ Click the *"OK"* button to continue
14. When the print Dialog appears spool the report to a file and note the name
15. Copy the two spooled files created in this step from Munis to the bill run archive folder
16. Convert to PDF and email copies of the file to Assessor and Collector

Step 9 – Print & Verify LA-4 – HOLD POINT

The Assessor's office prints and verifies LA-4. Wait for their OK to proceed.

Step 10 – Generate New Tax Year

1. From Property Revenue
    ◊   F – Property Tax Billing   ◊   C – Assessor Processing and Reports
    ◊   A – North East   ◊   L – Generate New Tax Year
    ◊   C – Massachusetts
2. Click The *"Define"* button

3. Set or confirm the following:
    ◊   **Tax year** = FY of Q1
    ◊   **AR category** = both
4. Press ✔ or Enter to complete.
5. Click on *"Create"* button

    NOTE: If tax year shown is incorrect, set it to the correct year in Parameter FM (Step 2)

Step 11 – Create Preliminary Tax Bills

1. From Property Revenue
   - ◊ F – Property Tax Billing
   - ◊ A – North East
   - ◊ C – Massachusetts
   - ◊ C – Assessor Processing and Reports
   - ◊ M – Preliminary Taxes Menu
   - ◊ A – Create Preliminary Taxes
2. Click *"Generate"*

3.   Click **"Define "**

Create Preliminary/Estimated Taxes - Generate

My File Edit Tools Help

[Define]
[Generate]

Tax year   2010
AR category Both

Percent of amounts to use in estimate   50.00

☐ Include Special Assessments/Betterments
☐ Roll Special Assessments/Betterments into tax
    Exclude the following Special Assessment/Betterment charges

☑ Include exempt properties
☑ Include prior year abatements

Exemptions used in tax calculation Last year

Real Estate
Personal Property

Define parameters for preliminary tax bill generation.   OVR

4.   Set or confirm the following:
     ◊ **Tax Year**: Q1 Bill Tax Year
     ◊ **AR Category**: Both
     ◊ **Percentage of Amount to use of estimate**:
        50.00 *(set in Tax parameter Maintenance)*

     ◊ **Include Special Assessments / Betterments:**
        Not Selected
     ◊ **Included exempt property:** Selected
     ◊ **Include prior year abatement:** Selected
     ◊ **Exemption used in tax calculation:** Last Year

5.   Press ✔ or Enter to complete.
6.   Click **"Generate"** button.
7.   Once The generate option has finished, Click **"Validate"**
8.   When the **"Validation Report"** Dialog appears, set **AR Category** to *Both*
9.   When the print file dialog appears, spool the file and note the file name.
10. Copy the spooled file from Munis to the bill run archive folder.
11. Convert file to .PDF and Email it to the Collector and Auditor.

Validation Report

File Edit Tools Help

AR Category Both

AR category.   OVR

NOTE: Need to determine next Q1 bill run: should verification be done by the Assessor's office or Tech Center?

Step 12 – Assessor Checks Proof

Wait for Assessor's office OK to proceed.

Step 13 – Tax Update

1. From Property Revenue
   ◊ F – Property Tax Billing   ◊ C – Assessor Processing and Reports
   ◊ A – North East   ◊ M – Preliminary Taxes Menu
   ◊ C – Massachusetts   ◊ A – Create Preliminary Taxes
2. I you have left the the "Create Preliminary Taxes " since the last step, you will need to do another validation
3. Click on **"Update"** Button

4. On the update dialog, **AR Category** = Both
5. Press ✔ or *"Enter "*
6. Click *"Yes"* on the Confirmation dialog.

Step 14 – Preliminary Commitment Book - Proof

1. From Property Revenue
   - ◊ F – Property Tax Billing
   - ◊ A – North East
   - ◊ C – Massachusetts
   - ◊ C– Assessor Processing and Reports
   - ◊ M – Preliminary Taxes Menu
   - ◊ C – Preliminary Commitment Book
2. Click **"Define"**

3. Confirm or set the follow fields:
   - ◊ **Tax Year:** Current Tax year .
   - ◊ **AR category:** 20 -Real Estate
   - ◊ **Preliminary period** – F-First Half
   - ◊ **Included exempt properties:** Selected
   - ◊ **Printe property values:** Selected

- ◊ **Print 61A/B credit:** Not Selected
- ◊ **Owner information:**
     R - Owner of Record
- ◊ **Include other owner:** Not Selected
- ◊ **Final version with bill numbers:**
     Not selected
- ◊ **Sequence by:** N – Name
- ◊ **Summary totals by letter:** selected

4. Press ✔ or **Enter** to complete.
5. Click **"Select "**
6. Under **File** select Output
7. Under **Output type** select **File** and enter a filename.
8. Click OK
9. Repeat steps 2 – 8, replace Repeat steps 2 – 8, substituting: **AR category:** 25 – Personal Property
10. Copy the spooled files from Munis to the bill run archive folder.
11. Convert files to .PDF and place in city share
12. Email Collector and Auditor to let them know the proof has been created and were it is.

Step 15 – Assessor Checks Proof

Assessor's Office checks proof – Need OK to continue.

Step 16 – Preliminary Commitment Book - Final

NOTE: The preliminary commitment book can be reversed, using the "Reverse" option, but Munis recommended contacting the to assist in reversal as, at this point in time, there may be issues with the reversal function they may have to assist us with.

1. From Property Revenue
   ◊ F – Property Tax Billing
   ◊ A – North East
   ◊ C – Massachusetts
   ◊ C – Assessor Processing and Reports
   ◊ M – Preliminary Taxes Menu
   ◊ C – Preliminary Commitment Book

2. Click **"Define"**

3. Confirm or set the follow fields:
   ◊ **Tax Year:** Current Tax year .
   ◊ **AR category:** Real Estate
   ◊ **Preliminary period:** First Half
   ◊ **Included exempt properties:** Selected
   ◊ **Print property values:** Selected
   ◊ **Include unposted credits:** Not Selected
   ◊ **Print 61A/B credit:** Not Selected
   ◊ **Owner information:** Owner of Record
   ◊ **Include other owner:** Not Selected
   ◊ **Final version with bill numbers:** Selected
   ◊ **Sequence by:** Name
   ◊ **Selected from: ___ to** (25 "z")
   ◊ **Summary totals by letter:** not selected

4. Press ✔ or **"Enter"** to complete.
5. Click **"Select"**
6. Under **File** select Output
7. Under **Output type** select "**File"** and enter a filename.
8. Click OK

9. Repeat steps 2 – 8, replace **AR category:** 25 – Personal Property
10. Copy the spooled files from Munis to the bill run archive folder.
11. Convert files to .PDF and place in city share

Step 17 – Generate A/R

IMPORTANT NOTE: Auditor's Office will need setup the journals before this should be run – Munis will not warn about missing journals before the process is run.

If pre payments haven't been posted, the "Generate AR" function can be reversed using the "Reverse" button

[Screenshot: Generate AR - MUNIS [CITY OF WESTFIELD] window showing Define, Generate, Reverse buttons and fields: Tax year "Current assessment year" 2012; AR category "Both"; GL Year/period "Specify year/period" 2012 1 JUL; Effective date "Specify date" 07/01/2011; FIRST HALF PRELIMINARY BILLS. Status bar: "Define the generate parameters." OVR]

1. From Property Revenue
   ◊ F – Property Tax Billing
   ◊ A – North East
   ◊ C – Massachusetts
   ◊ C – Assessor Processing and Reports
   ◊ M – Preliminary Taxes Menu
   ◊ D – Generate A/R
2. Click **"Define"**
3. Confirm or set the follow fields:
   ◊ **Tax Year:**
     "Current assessment year"
   ◊ **AR category:**
     Both
   ◊ **GL Year/Period:**
     "Specify year/period" = Billing FY, 1
   ◊ **Effective date:**
     "Specify Date" = issue date
4. Press ✔ or **Enter** to complete.
5. Click **"Generate"**

6. When **Output** dialog appears, enter file name

[Screenshot: Output window showing Output to File — File name "txrpgnar0001", Save as type "Plain text (.txt)"; Comment: Creates a MUNIS spool file retrievable from Spool File Maintenance. You may accept the default or enter your own file name. Report title "TAX GENERATE AR - 2012 RE/PP FIRST HALF PRELIM"; OK, Cancel buttons]

7. When **"Generate AR"** dialog appears, **"Yes, Generate AR"**
8. Copy the spooled file from Munis to the bill run archive folder.
9. Convert file to PDF and email to Auditor's, Assessor's, & Collectors Offices. Also let them know the Q1 final commitment books are in the city share.
10. Print final commitment book

[Screenshot: Generate AR dialog — "Proof report created: d:\musys\spool_LIVE\genarq1fy2012.txt. Please review. Generate AR?" with buttons "Yes, Generate AR" and "No"]

Step 18 – Post Pre Payments

Collector's office posts pre payments.

Step 19 – Assessor and Collector Check Billing Data – HOLD POINT

Assessor and Collector take a look at billing data to see if all changes are correct and as they expected.

Step 20 – Generate Mag Media

IMPORTANT NOTE: Munis has changed the way it outputs the bills. In previous years we ran the bill as "First Quarter" "1st Installment", but now, in order to see the second quarter information on the bills, we need run the bills as "Second Quarter" "1st installment with the "Accumulate Prior installment into scan line" selected.

1. From Property Revenue
   - ◊   F – Property Tax Billing
   - ◊   A – North East
   - ◊   C – Massachusetts
2. Click **"Define"**
   - ◊   C – Assessor Processing and Reports
   - ◊   M – Preliminary Taxes Menu
   - ◊   F – Preliminary Bill Print

3. Confirm or set the follow fields:
   - ◊   **Tax Year:** *Current Fiscal Year*
   - ◊   **AR category:** *20 - Real Estate*
   - ◊   **Bill Period:** *Second Quarter bill*
   - ◊   **Output format:** E – Export
   - ◊   **Bill Form:** {*Blank*}
   - ◊   **First American export:** Not Selected
   - ◊   **File name:** {*Blank*}
   - ◊   **Report installment:** 1st installment
   - ◊   **Scan Format:** 1 – MUNIS STANDARD
   - ◊   **Accumulate prior installments into scan line:** Selected
   - ◊   **Calc due now and interest to date:** {*Date from Collector*}
   - ◊   **Omit exempt properties with zero balance:** Not selected
   - ◊   **Include delinquencies:** Not Selected
     - i.   **Delinquencie Date: Service Company:** {*Blank*}
   - ◊   **Bill amount range:** .01 to 99,999,999.99
   - ◊   **Sequence by:** Zip Code
   - ◊   **Zip code range:** {*blank*} to zzzzzzzzzz
   - ◊   **Bill Name:** {*blank*} to zzzzzzzzzzzzzzzzzzzz
   - ◊   **Bill Number:** 1 to 99999999
   - ◊   **Service Company:** Include all Service Companies
     - i.   **Service Company:** {*Blank*} **to:** zzzz

4. Press ✔ or **Enter** to complete.

5. Click *"Select"*.
6. Click the 💾 icon to spool the file.
7. Note the totals and file name that's displayed when the process completes.
8. Repeat steps 2 – 6, substituting 25 – Personal Property in the AR category field during step 3

Step 21 – Prep Mag Media Files

1. Transfer Mag media files from Munis to bill run archive folder.
2. Be sure the files are named clearly
3. Create total sheets using the \\Techcenter$\John_DB's\RE-PP Export Tester v1.8.1 XP.mdb . Print sheets as .PDF files.
4. Create A zip file containing both the RE and PP files. Change the extension from .zip to .piz
5. Send a copy to PKS
6. Email Collector the total sheets and confirm that the data file has been sent to PKS

Step 22 – Generate Mag Media

The collector will request that a number of CD be create for distribution to outside parties

Step 23 – Generate Mag Media

The Collector will request that the Q1 data files be email to outside parties. Use the same file that was sent to PKS.

The request for transmission of these files has to come from the Collectors office. Any direct requests from outside sources should be refused and the sender should be directed to make data request to the Collectors office.

Second Quarter Tax Billing Check List

Step	Date	Done	Description	Responsible
1			Real Estate & PP Information from Collectors	Collector
2			Tax Parameter Maintenance – Updated	Computer Center
3			Tax Year Parameter Maintenance	
4			Check Changes – HOLD POINT *Need ok to continue.*	Collector
5			Create VISION2 export file	Assessor
6			Import VISION2 file – RE & PP (current Updated)	Computer Center
7			Tax Bill General Maintenance Run Owner Update[1]	
8			Create Mag Media File	
9			Retrieve Mag Media File From Server (FTP) • *Create bid/90 warning version of the file for PKS* • *Create Zip File*	
10			Create RE & PP CD's	
11			Email Zip Version as requested from the Collectors office – Refer outside requests to the Collectors Office	

Please note:

- As Munis evolves, the letter designations of menu option may change, please reference the full function names.
- Make no assumptions about values. If there is any uncertainty contact the Assessor and Collector.
- The included Screen shots are provided as general references and they should not be as example values and setting. For proper values and setting, please refer to the written instructions or should options change contact Munis for details.
- Should new options appear in menu functions, first contact Assessor and Collector, ask them if they know what it is and how they want it filled in, and if they are unsure call Munis to describe the new option and what the typical value should be for the second quarter run.
- The Vision import is only a required option during the 1st and 3rd quarter bill runs, and is option during the 2nd and 4th quarters. While it was decided to do these updates every quarter by default, it up to the Assessor and Collector as to whether they wish actually run them. The additional Vision imports were added because of issues with the Assessor's office manually updating parcel address information in three separate locations: Vision, Munis Current, and Munis Tax.   There were misunderstandings about what changes applied to what areas and when they apply :
  - Changes to Munis bills do not automatically change the address in the Munis parcel master,
  - Changes to the Munis parcel master do not automatically reflect on the bill until they're applied (which used to be only the 1st and 3rd quarters),
  - Address changes to the Munis parcel master are overwritten by the Vision Import
  - Changes to the address in the tax bill file are overwritten by the owner update process during the bill run (originally 1st and 3rd quarters)
- The data CD are burn onto a finalized CD. Please note:
  - The CD should be a CD-R type disk
  - The format of the CD should be Juliet and/or Level 2 ISO 9660
  - The write method should be: Disk at Once (DAO) Closed
- The Second Quarter data file that is emailed to outside requestors is the same file we send to PKS.
- Basically, the MASS law on delinquency notification is: If there is any outstanding amounts which could be subject to a lien, and which is 90 days or more old, a notice of that there is an outstanding amount must be appear on the bill.
- We do not forward file layout information to outside requesters other than PKS. If asked, as we don't keep, support, or update the layout documents, refer them to Munis for further information.
- Please be aware that the data file we send to PKS is different in the first half of the year, as in the second additional BID and total information is appended to file. We do not send this file to outside requestors as it is physically different.
- All output should be spooled and save to the bill run archive.
- "Bill Run Archive" refers to a folder that's used to contain all the data and reports from a bill run. Typically this folder resides in the computer center "Transfer" network share under \repp\fyxxxx\Q1, where xx is the fiscal year of the bill run.
- There is no set rule for file names, though it is recommended to indicate a much of the FY, Quarter, and function information as possible. Naming should also be a consistent across the run as circumstance allows.
- Calc Interest to Date is used to calculate the amount of interest, including past bills, to show on bill. The current bill will include interest from the "First Late Date" forward. If the "Calc Interest to" date is the same as the "First Late Date" one day of interest will included on the current bill.
-

Spooled Munis output can be auto formatted to fit correctly on an 8.5" x 11" page in MS Word with the following macro:

```
Sub MunisWide()
'
' MunisWide Macro
'
'
    WordBasic.TogglePortrait Tab:=3, PaperSize:=0, TopMargin:="1.04", _
        BottomMargin:="1.04", LeftMargin:="1", RightMargin:="1", Gutter:="0", _
        PageWidth:="11", PageHeight:="8.5", Orientation:=1, FirstPage:=0, _
        OtherPages:=0, VertAlign:=0, ApplyPropsTo:=0, FacingPages:=0, _
        HeaderDistance:="0.5", FooterDistance:="0.5", SectionStart:=2, _
        OddAndEvenPages:=0, DifferentFirstPage:=0, Endnotes:=0, LineNum:=0, _
        StartingNum:=1, FromText:=wdAutoPosition, CountBy:=0, NumMode:=0, _
        TwoOnOne:=0, GutterPosition:=0, LayoutMode:=0, CharsLine:=41, LinesPage:= _
        36, CharPitch:=220, LinePitch:=360, DocFontName:="+Body", DocFontSize:=11 _
        , PageColumns:=1, TextFlow:=0, FirstPageOnLeft:=0, SectionType:=1, _
        FolioPrint:=0, ReverseFolio:=0, FolioPages:=1
    Selection.WholeStory
    Selection.Font.Size = 8
    WordBasic.PageSetupMargins Tab:=0, PaperSize:=0, TopMargin:="0.13", _
        BottomMargin:="0", LeftMargin:="1", RightMargin:="1", Gutter:="0", _
        PageWidth:="11", PageHeight:="8.5", Orientation:=1, FirstPage:=0, _
        OtherPages:=0, VertAlign:=0, ApplyPropsTo:=4, FacingPages:=0, _
        HeaderDistance:="0.5", FooterDistance:="0.5", SectionStart:=2, _
        OddAndEvenPages:=0, DifferentFirstPage:=0, Endnotes:=0, LineNum:=0, _
        CountBy:=0, TwoOnOne:=0, GutterPosition:=0, LayoutMode:=0, DocFontName:= _
        "", FirstPageOnLeft:=0, SectionType:=1, FolioPrint:=0, ReverseFolio:=0, _
        FolioPages:=1
End Sub
```

Step 1 – Preparation

1. Get bill dates from collector
   - ◊ Bill Comment; _____ DUE _____
   - ◊ Print Date: Typically October __, _____{Current Calendar Year}
   - ◊ First Due Date (Typically same as Issue)
   - ◊ First Late Date: Typically November __, _____ {Current Calendar Year]
   - ◊ Calc Interest To Date: _____. Get date the date that the Collector wishes to use. Typically this is one day before the First Late Date.
2. Confirm if Assessor/Collector want to do and import for this quarter (optional)
3. Confirm if Collector want include delinquencies on this billing

Step 2 – Tax Parameter Maintenance

1. From Property Revenue
   - ◊ F – Property Tax Billing
   - ◊ B – Massachusetts
   - ◊ B – Assessor Auxiliary Program
   - ◊ A – Parameter F/M

2. Click on the ✏ Update icon.
3. On General Tab:
   - ◊ Check that the ***Current Assessment Year*** matches the tax year from the "Real Estate & PP Information from Collector" form.
4. Print Screen

5. On the Bill Tab Make sure:

◊ Minimum bill amount = .01
◊ Bill comment 1 = "ISSUED XXXX DUE YYYY" where XXXX is the used date and YYYY is the due data as defined on the "Real Estate & PP Information from Collectors" form.

6. On the Collection Tab:

◊ Current collection year = *Current Assessment Year from* "Real Estate & PP Information from Collector" form.

7. Click on ✔ to finish

Step 3 – Tax Year Parameter Maintenance

1. Process Notes:

    Example Dates
    Issue date 07/01/02 due date 08/01/02
    Issue date 10/01/02 due date 11/04/02
    Issue date 12/31/02 due date 02/03/03
    Issue date 04/01/03 due date 05/01/03

    Print Date and Date First Due are the same

2. From Property Revenue
    - ◊ F – Property Tax Billing
    - ◊ B – Massachusetts
    - ◊ B – Assessor Auxiliary Program
    - ◊ B – Tax Year Parameter F/M

3. Click the 🔍 Search Icon
    - ◊ Enter the current Fiscal year in the Year Field
    - ◊ Click on ✔ to finish
4. Two records should have been selected, AR category 20 & 25
5. Select the AR 20 Record,
6. On the *General Parameters* tab, Set or confirm that:
    - ◊ **Year** = *fiscal year*
    - ◊ **AR category** = 25
    - ◊ **Cycle/Comm** = 0
    - ◊ **Tax year** = 07/01/xxxx **to** 06/30/xxxx *(where xxxx = fiscal year)*
    - ◊ **Installment method** = 2 – Preliminary/Actual
    - ◊ **Tax calendar status** = 1 – Preliminary First Half
    - ◊ **Prelim calc method** = 2 – Assesment * Rate
    - ◊ **Include exempt** = selected
    - ◊ **Special assmt instmst** = not selected
    - ◊ **Valuation factor** = 1000
    - ◊ **Valuation percent** = 100.00

7. On the Installments tab, set or confirm that:

◊ Dates match those provided by Collector
◊ **Number of installments = 4**
◊ **Minimum amount for installment** = 1
◊ **Normal int routine** = 02 **Rate 1** = 14.00
◊ **Delinq Int routine** = 02 **Rate** = 14
◊ **Tax Rates for:** **City** = 0.00 **School** = 0.00 **County** = 0.00 **Utility** = 0.00 **Other** = 0.00
◊ **Sales adv charge** = *blank*
◊ **Redemp adv chg** = *blank*

8. If you need to change any of the fields:
   ◊ Click on the Update icon
   ◊ Make the required changes
   ◊ Click on to finish
9. Select the AR category 25 and repeat steps 6 though 8

Step 4 – Check Changes – HOLD POINT

Collector's office confirms that all the parameters are set correctly.

Step 5 – Create Vision Export File

THIS AN OPTIONAL SET, THE ASSESSOR AND TREASURER WILL DETERMINE IF IT IS NECESSARY. IF NOT DOING IMPORT THIS QUARTER SKIP TO STEP 8

Ask Collector/Assessor if they want to import update for the Q2 bill run.

The Assessor's Office creates two export files, one for real estate and another for personal property and they send it to the computer center. It may also be sent on a CD or placed in the city share folder.

Step 6 – Import Vision2 files

If not doing a second quarter import, skip to step 8

1. From Property Revenue
   - ◊ F – Property Tax Billing
   - ◊ B – Massachusetts
   - ◊ C – Assessor Processing and Reports
   - ◊ A – Import RE Cama to Munis
2. Click Define
3. Set or confirm the following:

◊ **Assessing system**:
   VISIN2-VISION CAMA Y2K
◊ **Formatting Option**:
   WE-WESTFIELD
◊ **Input File**:
   use the magnifying glass
   to select the file
◊ **Multi Jurisdiction**: Not Checked
◊ **Jurisdiction code**:
   CITY-CITY OF WESTFIELD
◊ **Residential charge**: REAL-R
◊ **Open Charge:** REAL-R
◊ **Commercial charge:** REAL-C
◊ **Industrial charge:** REAL-C
◊ **Update:** Current
◊ **Move current values:**
   Not Checked
◊ **Move current owner names:**
   Checked
◊ **Make parcels inactive:** Checked
4. Press ✔ or **Enter** to complete.
5. Click **Process** to import the data.
6. When the import is complete a

dialog showing the number of parcels records process should appear.
When it does:
   - ◊ Note the number of parcels processed
   - ◊ Click the **OK** button to continue

7. When the print Dialog appears:

◊ Select **File**
◊ Set **File name** to REFYxxQ2IMP,
  where xx = fiscal year
◊ Click the **OK** button to spool the
  file.

8. From Property Revenue
    ◊   F – Property Tax Billing
    ◊   B – Massachusetts
    ◊   C – Assessor Processing and Reports
    ◊   B – Import PP Cama to Munis
9. Click Define
10. Set or confirm the following:
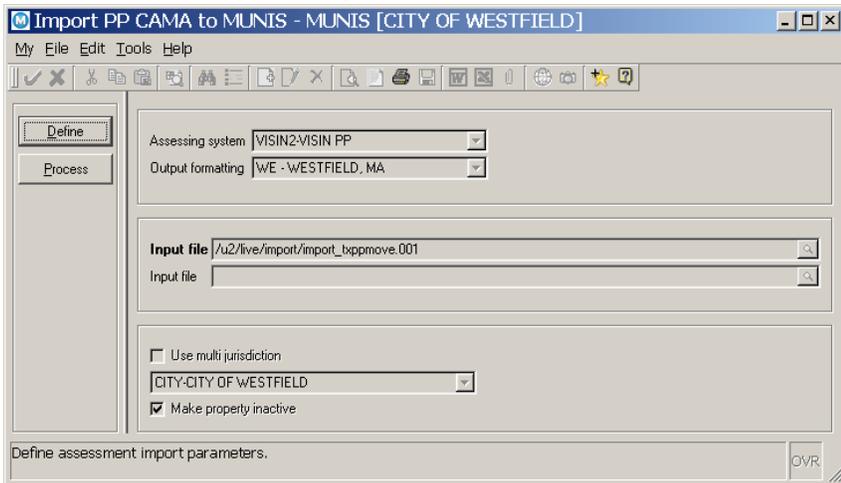
◊   **Assessing system**:
    VISIN2-VISIN PP
◊   **Formatting Option**:
    WE-WESTFIELD MA
◊   **Input File**:
    If on the server, enter the path
    and file name, such as
    "/u2/live/temp/VP2008Q2.DAT",
    or use the magnifying glass to
    select the file.
◊   **Multi Jurisdiction**: Not
    Checked
◊   **Jurisdiction code**:
    CITY-CITY OF WESTFIELD
◊   **Make parcels inactive:**
    Checked

11. Press ✔ or *Enter* to complete.
12. Click Process to import the data.
13. When the import is complete a dialog showing the number of parcels records process should appear. When it does: Note the number of records and click the **OK** button to continue
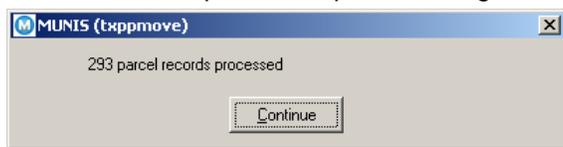
14. When the print Dialog appears:
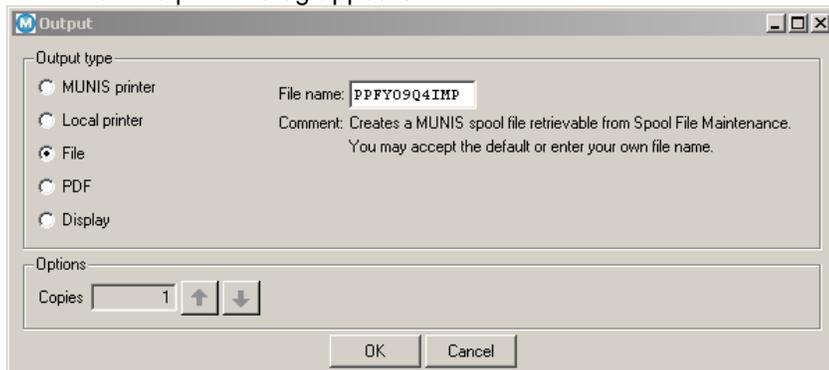
◊   Select **File**
◊   Set **File name** to PPFYxxQ2IMP,
    where xx = fiscal year
15. Click the **OK** button to spool the file.

Step 7 Update Owner

1. From Property Revenue
   ◊ F – Property Tax Billing
   ◊ B – Massachusetts
   ◊ E – Collection processing
   ◊ C – Bill General Maintenance

2. Click "*Owner Update*"
3. Click *Define*

4. Confirm or set the follow fields:
   ◊ **Tax year range:** Current Fiscal Year to Current Fiscal Year
   ◊ **AR category:** Both

◊ **Bill type:** Blank
5. Press ✔ or *Enter* to complete.
6. Click Select
7. Click Process

MUNIS (txblgnmt)

238 record(s) will be updated. PROCESS update?

Yes   No

8. When Print dialog appears Select File and set file name to OWNUPFYxxQ2, where xx = current fiscal year
9. When "PROCESS update" dialog appears, click "Yes"

Step 8 – Generate Mag Media

1. From Property Revenue
   ◊ F – Property Tax Billing
   ◊ B – Massachusetts
   ◊ C – Assessor Processing Reports
   ◊ M – Preliminary Taxes Menu
   ◊ F – Preliminary Bill Print
2. Click Define
3. Confirm or set the follow fields:

◊ **Tax Year:**
Current Fiscal Year
◊ **AR category:**
20 - Real Estate
◊ **Bill Period:**
Second quarter bill
◊ **Output format:** Export file
◊ **First American export:**
Not Selected
◊ **Report installment:**
2nd installment
◊ **Scan format:**
1 – MUNIS STANDARD
◊ **Calc due now and interest to date:**
From Collector (Typically Day before First ate Date)
◊ **Omit exempt properties with zero balance:**
Not Selected
◊ **Include delinquencies:**
Not Selected
◊ **Bill amount range:**
.01 to 99,999,999.99

◊ **Sequence by:** Zip Code
◊ **Zip code range:** *{blank}* to zzzzzzzzzz
◊ **Service Company:** Include all Service Companies
4. Press ✔ or **Enter** to complete.
5. Click SELECT.
6. Click the 🖫 icon to spool the file.
7. Note the totals and file name that's displayed when the process completes.
8. Repeat steps 2 – 6, substituting 25 – Personal Property in the AR category field during step 3

MUNIS Third Quarter Real Estate & Personal Property

(FY2011)

NOTES: The drive letters of the transfer and city share drive are arbitrary and may differ between PC's.

Because of restriction on email attachment, if the file in zip format the extension is likely to have been changed to something else, such as .PIZ, .ZZIP, or the sender initials. To use these file, save them and change the extension back to .ZIP. You may the extract the files from the as you would normally.

There is no particular naming requirement for the real estate and personal property files, but there be a need to rename the files, The new name should be as consistent and descriptive as possible. It is recommended that a format such as WRxxxxQ3.DAT for the real estate file, WPxxxxQ3.DAT for the personal Property file, where xxxx is exchanged for the fiscal year you are working on, be used. For example, the Vision Import files for Fiscal Year 2008 would be VR2008Q3.DAT and VP2008Q2.DAT. The format nmay be whatever is most convenient, but should always include what it is, such as "V" for the vision import or "W" (as ins Westfield) for the magnetic media file, what Fiscal Year it is, such as "FY2008" or just "2008", and the quarter it's associated with, such as "Q3" in this case.

As with the filename, there is no requirement where the files should be saved, but they should be in a place that is easily located and accessed to everyone involved on the computer center portion of the bill run. Typically this is either in the Computer Center share or the Transfer folder.

Third Quarter Tax Billing Check List

Step	Date	Done	Description	Responsible
1			Real Estate & PP Information from Collectors	Collector
2			Tax Parameter Maintenance – Updated	Computer Center
3			Tax Year Parameter Maintenance – Updated	Computer Center
4			Check Data on Screen Dumps *Need ok to continue.*	Collector
5			Tax Charge Codes Setup/Updated	Collector
6			Exception/Discount Codes Setup/Updated	Assessor
7			Set Status in Actual Tax Menu	Computer Center
8			Create VISION2 export file	Assessor
9			Import VISION2 file – RE & PP (current Updated)	Computer Center
10			Print & verify LA-4 *Need ok to continue.*	Assessor
11			Import VISION2 file – RE & PP (Tax Updated)	Computer Center
			NOTE: BID Charges May now be enter	
12			Parcel F/M & PP F/M *Need ok to continue.*	Assessor
13			Preliminary/Actual Inconsistencies *Need ok to continue.*	Assessor
14			Change Status in Actual Tax Menu *(to "Preliminary Bill" Status")*	Computer Center
15			Utility Lien Process	?
16			Change Status in Actual Tax Menu *(to "Actual Bill" Status)*	Computer Center
17			Run lienint.sql script to add the 10% committed interest to the liens	Computer Center
18			Enter G&E Liens	Assessor (Pat)
19			Confirm BID charges have been entered *Need ok to continue*	Assessors (Lisa M)
20			Apply Special Assessments *Need ok to continue*	Assessor (Patsy)
			Stop here if tax rates have not been approved by the state	
21			Tax Calculation	Computer Center
22			Assessor checks file *Need ok to continue*	Assessor
23			CPA *Need ok to continue*	Assessor
24			Preliminary Commitment Book - Proof *Spooled and printed to Auditor*	Computer Center
25			Assessor checks proof *Need ok to continue*	Assessor
			WARNING – BEYOND IS THE POINT OF NO RETURN	
26			Preliminary Commitment Book – Final *Spooled and printed to Auditor*	Computer Center
27			Generate A/R	Computer Center
28			Payment Redistribution (report sent to Auditor)	Computer Center
29			Tax Bill General Maintenance Run Owner Update[1]	Computer Center
30			Assessor and Collector check billing data *Need ok to continue*	Assessor/Collector
31			Create Mag Media File	Computer Center

Step	Date	Done	Description	Responsible
32			Retrieve Mag Media File From Server (FTP) • *Create bid/90 warning version of the file for PKS* • *Create Zip File*	Computer Center
33			Create RE & PP CD's	Computer Center
34			Email Zip Version as requested from the Collectors office – Refer outside requests to the Collectors Office	Computer Center

[1]This may be a redundant step. In the past there have problems with the Assessor office doing a manually parallel update of customer information between vision and the tax data. The general recommendation has been make to customer information changes only in vision and to update them during the RE/PP Bill runs. In current documentation of the initial vision import, the option to update the customer information in tax is not applied when and where it logically seems it should be, which during the initial import.   Further conversation with Munis support will determine what the proper sequence, for what we want to do, is.

Step 1 – Preparation

1. Send "Real Estate & PP Information from Collectors"

Step 2 – Tax Parameter Maintenance

1. From Property Revenue
   ◊ F – Property Tax Billing
   ◊ B – Massachusetts
   ◊ B – Assessor Auxiliary Program
   ◊ A – Parameter F/M
2. Click on the ✏ Update icon.

3. On General Tab:
   ◊ Check that the **Current Assessment Year** matches the tax year from the "Real Estate & PP Information from Collector" form.

4. On the Bill Tab Make sure
   ◊ Minimum bill amount = .01
   ◊ Bill comment 1 = "ISSUED XXXX DUE YYYY" where XXXX is the used date and YYYY is the due data as defined on the "Real Estate & PP Information from Collectors" form.

5. On the Collection Tab:
   ◊ Current collection year = *Current Assessment Year from* "Real Estate & PP Information from Collector" form.
6. Click on ✔ to finish

Step 3 – Tax Year Parameter Maintenance

1. Process Notes:

    Example Dates
    Issue date 07/01/02 due date 08/01/02
    Issue date 10/01/02 due date 11/04/02
    Issue date 12/31/02 due date 02/03/03
    Issue date 04/01/03 due date 05/01/03

    Print Date and Date First Due are the same

2. From Property Revenue
    ◊   F – Property Tax Billing
    ◊   B – Massachusetts
    ◊   B – Assessor Auxiliary Program
    ◊   B – Parameter F/M
3. Click on the binoculars 🔍 search tool, enter the Tax Year (see collectors form) and then ✔ or press enter. Two records should be found, on for Real Estate and another for Personal Property.
4. On the AR Category 20 Record (Real Estate) General Parameters Tab:
    ◊   Set **Tax calendar status** to 3
    ◊   Select **Special assmt Instmts**

5. On the AR Category 20 Record (Real Estate) Installments Tab:
   ◊ Check dates from collectors form.

6. On the AR Category 25 Record (Personal Property):
   ◊ Set *Tax calendar status* to 3
   ◊ Deselect *Special assmt*

7. On the AR Category 25 Record (Personal Property) Installments Tab:
   ◊ Check dates from collectors form.

Step 4 – Check Changes – HOLD POINT

The Collectors office confirms that all the parameters are set correctly.

Step 5 – Tax Charge Codes – HOLD POINT

The Collector set the tax charge codes.

Step 6 – Exception/Discount Codes Setup/Updated

The Assessor's Office creates and/or updates exception and discount codes

Step 7 – Set Status in Actual Tax Menu

NOTE: Make sure Steps 5 and 6 are completed before this step. It cannot be changed.
         It is ok to continue with dummy rate set.
         OK to proceed with dummy rates.
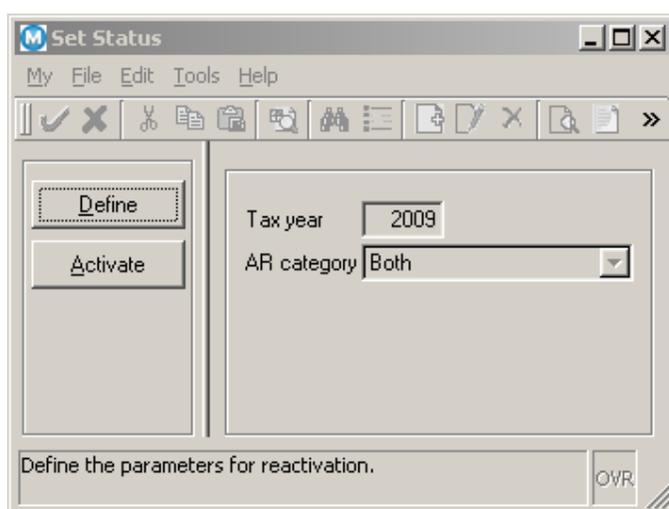
1. From Property Revenue
    ◊   F – Property Tax Billing
    ◊   B – Massachusetts
    ◊   C – Assessing Processing & Reports
    ◊   N – Actual Tax Menu
    ◊   A – Set Status
2. Click *Define* and set or confirm the following:
    ◊   **Tax Year** : Fiscal Year
    ◊   **AR category**: Both
3. Click the *Activate* Button

Step 8 – Create Vision Export File

The Assessor's Office creates two export files, one for real estate and another for personal property and they send it to the computer center. It may also be sent on a CD or placed in the city share folder.

Step 9 – Import Vision2 files

1. From Property Revenue
    ◊   F – Property Tax Billing
    ◊   B – Massachusetts
    ◊   C – Assessor Processing Reports
    ◊   A – Import RE Cama to Munis
2. Click Define
3. Set or confirm the following:

- ◊ **Assessing system**: VISIN2-VISION CAMA Y2K
- ◊ **Formatting Option**: WE-WESTFIELD
- ◊ **Input File**: Click the magnifying glass to select the file on drive it's on, and it will automatically transfer to Munis and put the correct path in the field.
- ◊ **Multi Jurisdiction**: Not Checked
- ◊ **Jurisdiction code**: CITY-CITY OF WESTFIELD
- ◊ **Multi Rate:** Checked
- ◊ **Residential charge**: REAL-R
- ◊ **Open Charge:** REAL-R
- ◊ **Commercial charge:** REAL-C
- ◊ **Industrial charge:** REAL-C
- ◊ **Update:** Current
- ◊ **Move current values:** Checked
- ◊ **Move current owner names:** Checked
- ◊ **Make parcels inactive:** Checked
4. Press or *Enter* to complete.
5. Click Process to import the data.
    - ◊ When the import is complete a dialog showing the number of parcels records process should appear. When it does, note number of parcels, and click the **OK** button to continue
6. When the print Dialog appears:
    - ◊ Under *Output type* select **File** and enter a filename:
    - ◊ It is suggested that you use a file name in the format **reim***yyyy*.**q3** where *yyyy* = the fiscal year
    - ◊ Click **OK**

7. From Property Revenue
   ◊ F – Property Tax Billing
   ◊ B – Massachusetts
   ◊ C – Assessor Processing Reports
   ◊ B – Import PP Cama to Munis
8. Click Define
9. Set or confirm the following:
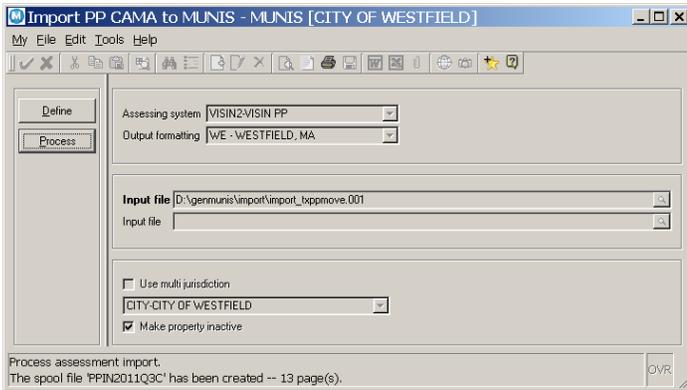
◊ **Assessing system**:
   VISIN2-VISIN PP
◊ **Formatting Option**:
   WE-WESTFIELD MA
◊ **Input File**:
   Select the magnifying glass to select the file on drive it's on, and it will automatically transfer to Munis and put the correct path in the field.
◊ **Use multi Jurisdiction**: Not Checked
◊ **Jurisdiction code**:
   CITY-CITY OF WESTFIELD
◊ **Make parcels inactive:** Checked

10. Press ✔ or *Enter* to complete.
11. Click Process to import the data.
12. When the import is complete a dialog showing the number of parcels records process should appear. When it does:
    ◊ Note number of parcels
    ◊ Click the **OK** button to continue
13. When the print dialog appears:
    ◊ Under *Output type* select **File** and enter a filename:
    ◊ It is suggested that you use a file name in the format **reim***yyyy*.**q3** where *yyyy* = the fiscal year
    ◊ Click **OK**
14. Contact Assessor's Office
    ◊ Confirm that it ok to print to the **assr2_pm** printer
    ◊ From **Spool FM**, select file created in previous step, select printer, and print.
15. NEW OPTION: Transfer spooled files to holding directory on "Transfer", format and convert to PDF, email out

Step 10 – Print & Verify LA-4 – HOLD POINT

The Assessor's office prints and verifies LA-4. Wait for their OK to proceed.

Step 11 – Import Vision2 files – Tax Update

1. From Property Revenue
   ◊ F – Property Tax Billing
   ◊ B – Massachusetts
   ◊ C – Assessor Processing Reports
   ◊ A – Import RE Cama to Munis
2. Click Define

3. Set or confirm the following:
   ◊ **Assessing system**:
      VISIN2-VISION CAMA Y2K
   ◊ **Formatting Option**: WE-WESTFIELD
   ◊ **Input File**:Click the magnifying glass to select the file on drive it's on, and it will automatically transfer to Munis and put the correct path in the field.
   ◊ **Multi Jurisdiction**: Not Checked
   ◊ **Jurisdiction code**: CITY-CITY OF WESTFIELD
   ◊ **Multi Rate:** Checked
   ◊ **Residential charge**: REAL-R
   ◊ **Open Charge:** REAL-R
   ◊ **Commercial charge:** REAL-C
   ◊ **Industrial charge:** REAL-C
   ◊ **Update:** Tax Year
   ◊ **Move current values:** Checked
   ◊ **Move current owner names:** Not Checked
   ◊ **Make parcels inactive:** Checked
4. Press ✔ or *Enter* to complete.
5. Click Process to import the data.
6. When the import is complete a dialog showing the number of parcels records process should appear. When it does, note the number of parcels and Click the **OK** button to continue
7. When the print Dialog appears:
   ◊ Under *Output type* select **File** and enter a filename:
   ◊ It is suggested that you use a file name in the format **txim***yyyy*.**q3** where *yyyy* = the fiscal year
   ◊ Click **OK**
8. Contact Assessor's Office and confirm that it ok to print to the **assr2_pm** printer
   ◊ Set the printer to **assr2_pm**
   ◊ Click the **OK** button print the file.

Step 12 – Parcel F/M & PP F/M – HOLD POINT

Wait for Assessor's office OK to proceed.

Step 13 Preliminary/Actual Inconsistencies – HOLD POINT

Wait for Assessor's office OK to proceed.

Step 14 – Change Status in Actual Tax Menu

1. From Property Revenue
   ◊ F – Property Tax Billing
   ◊ B – Massachusetts
   ◊ B – Assessor Auxiliary Program
   ◊ B – Tax Year Parameter F/M
2. Click on the binoculars 🔍 search tool, enter the Tax Year (see collectors form) and then ✔ or press enter. Two records should be found, on for Real Estate and another for Personal Property.
3. On the AR Category 20 Record (Real Estate) General Parameters Tab:
   ◊ Set *Tax calendar status* to 2 – Preliminary Third Quarter

On the AR Category 25 Record (Personal Property):
◊ Set *Tax calendar status* to 2 – Preliminary Third Quarter

Step 15 Utility Lien Processed – HOLD POINT

Wait for Utility liens to be processed -

Step 16 – Change Status in Actual Tax Menu

1. From Property Revenue
   - ◊ F – Property Tax Billing
   - ◊ B – Massachusetts
   - ◊ B – Assessor Auxiliary Program
   - ◊ B – Tax Year Parameter F/M

2. Click on the binoculars 🔍 search tool, enter the Tax Year (see collectors form) and then ✔ or press enter. Two records should be found, on for Real Estate and another for Personal Property.

3. On the AR Category 20 Record (Real Estate) General Parameters Tab:
   - ◊ Set *Tax calendar status* to 3 - Actual

Tax Year Parameter Maintenance - MUNIS [TRAINING DB Sat Jan 03 **]**

My File Edit Tools Help

Copy

Penalty Options

| Year | 2009 | AR category | 20 ... | Process status | 0 |
| Cycle/Comm | 0 | Desc | | | |

General Parameters | Installments

Tax year 07/01/2008 to 06/30/2009

Bill type
Installment method 2 - Preliminary/Actual
Tax calendar status 3 - Actual
Prelim calc method 2 - Assessment * Rate

☑ Include exempt
☐ Special assmt instmts

Valuation factor 1000
Valuation percent 100.00

Next original bill	13840	Max exemption percentage	00
Next subsequent bill	900000	MV minimum tax	.00
Next MV decal number	0	MV minimum abatement	.00
Next commitment page	1	Residential percent	.00
		Ave assmt ratio	1.0000

1 of 2

OVR

4. On the AR Category 25 Record (Personal Property):

◊ Set *Tax calendar status* to 3 - Actual

```
[M] Tax Year Parameter Maintenance - MUNIS [** TRAINING DB Sat Jan 03 **]      _ □ ×
My File Edit Tools Help

  Copy         Year   2009    AR category    25 ...   Process status   0
  Penalty Options   Cycle/Comm    0    Desc

  General Parameters | Installments

      Tax year 07/01/2008  to 06/30/2009

      Bill type          □
      Installment method  2 - Preliminary/Actual
      Tax calendar status 3 - Actual
      Prelim calc method  2 - Assessment * Rate

      ☑ Include exempt          Valuation factor    1000
      □ Special assmt instmts   Valuation percent   100.00

      Next original bill      304     Max exemption percentage   00
      Next subsequent bill    900000  MV minimum tax             .00
      Next MV decal number    0       MV minimum abatement       .00
      Next commitment page    1       Residential percent        .00
                                      Ave assmt ratio            1.0000

      |◄  ◄        2 of 2        ►  ►|  ▲▲  ☰

                                                            OVR
```

Step 17 – Run lienint.sql script to add the 10% committed interest to the liens

1. Log into graphical interface (CTRL/ALT/F2)
2. Double click the edit icon
3. from the file menu, select o[en
4. Scroll down the directories window and double click on **temp** or **//temp**
5. Double click on **//temp/tax**
6. Scroll down the files window and double click on **lienint.sql**
7. Using the mouse/arrow keys, edit the tax year
8. From the File menu, select Exit – Click Save when prompted
9. Exit the graphical interface
10. Go to the character interface (CTRL/ALT/F5) and log in a root.
11. Type: **. genmunis** (dot space **genmunis**) or if in training: **. gentrain**
    ◊ you will get the message "can not connect to GUI. It is ok to continue.
12. type **env** and pres Enter to check the environment
    ◊ Make sure IMPORT is IMPORT =/ut/live/limport or IMPORT =/u3/train/import
13. Type **cd /temp/tax** *(there is a space after "cd")* and press Enter to change to the correct directory
14. Type **dbaccess** and press Enter
15. Press enter of Query_language
16. Press Enter ofr Select Database (munis@munis)
17. Type **C** or **c** to choose script – You do not have to press Enter
18. Using arrow keys, highlight **lientint** and press enter
19. make sure txsa_yr =2006 shows the you just put in (current tax year)
20. Type R or r to run at the SQL: prompt – You do not have to press Enter - This will unload the database table
21. Type E ore to exit until you get back to the # prompt – You do not have to press Enter
22. Type exit to log out
23. Go back to graphical interface

Step 18 – Enter G&E liens

Assessor's Office to enter the G&E liens – Pat

Step 19 – Confirm BID charges have been entered

Assessor's Office to confirm that entry of the BID charges is completed – Lisa M

Step 20 – Apply special assesments

Assessor's Office to apply special assessments – Patsy

Step 21 – Tax Calculation

1. From Property Revenue
   - ◊ F – Property Tax Billing
   - ◊ B – Massachusetts
   - ◊ C – Assessor Processing Reports
   - ◊ N – Actual Taxes Menu
   - ◊ H – Tax Calculations
2. Press Define
3. Set or confirm the following

Note: Batch Name must be Unique
If preliminary bill have been abated, Munis automatically reverses them and you will need to run this step a second time.

- ◊ **Property type** = B – Both
- ◊ **Process** = T – Tax
- ◊ **Adjustment reversal batch** = ADRB
- ◊ **Abatement reversal batch** = ABRB
4. Press ✔ or **Enter** to complete.
5. Click **Process**
6. In the Output dialog set printer name to bulk_pm and click OK
7. Note: Will show numbers of records in "properties to calculate" and flash number in properties calculated. Report should show no errors.
8. If the "Adjustment reversal records have been created.." dialog appears, click **Yes.**

NOTE: If this dialog appears, once the "Tax Calculation" step is competed you will need to run it a second time.

9. On Tax Detail Maintenance, Click the **Output Post** Button
10. On the Tax Bill Detail Maintenance – Post dialog, set or confirm the following:
    - ◊ **Print sequence:** Name/Reference
    - ◊ **Use posting date as GL Effective Date:** Checked
11. Press ✔ or **Enter** to complete

12. When the print dialog appears:
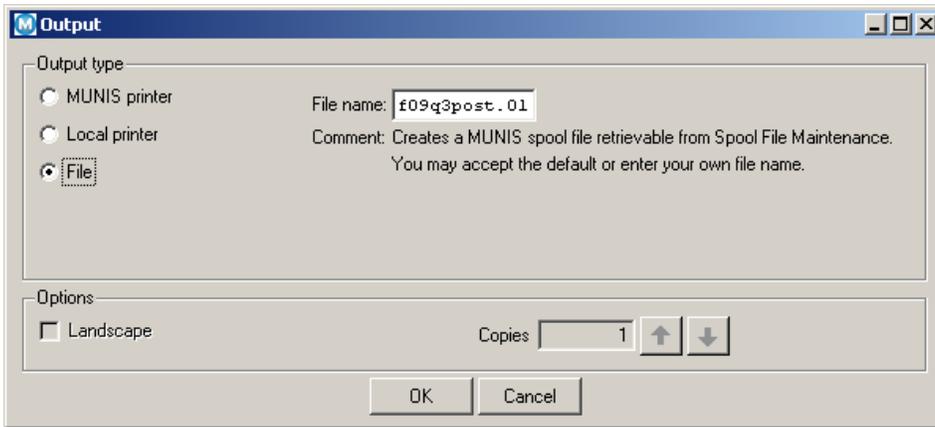
◊ Under *Output type* select **File** and enter a filename:
◊ It is suggested that you use a file name in the format **taxc***yyyy*.**q3** where *yyyy* = the fiscal year
◊ Click **OK**

13. Click *Yes* Button on "No errors detected. Post these adjustments?" dialog.
14. Click *OK* on "Post Complete" dialog.

Step 22 – Assessor Check File

Assessor's Office to confirms contents of tax file

Step 23 – CPA

Assessor's Office to apply cpa

Step 24 – Preliminary Commitment Book - Proof

You will need to run this process twice. Once for real estate and a second time for personal property

1. From Property Revenue
   - ◊   F – Property Tax Billing
   - ◊   B – Massachusetts
   - ◊   C – Assessor Processing Reports
   - ◊   N – Actual Tax Menu
   - ◊   J – Commitment Book

2. Click **Define**
3. Confirm or set the follow fields:
   - ◊ **Tax Year:** Current Tax year .
   - ◊ **AR category:**
       First pass: 20 -Real Estate
       Second pass 25 –Personal Property
   - ◊ **Final version with bill numbers:**
       Not Selected
   - ◊ **Exempt Properties:** I – Include
   - ◊ **Included unposted credits:** not selected
   - ◊ **Include 61 A/B Credits:** not selected
   - ◊ **Prelim Overbill Detail Report:** E – Exclude
   - ◊ **Owner information:** R - Owner of Record
   - ◊ **Include other owner:** not selected
   - ◊ **Sequence by:** N – Name
   - ◊ **Selected from: ____ to** (25 "z")
   - ◊ **Summary totals by letter:** not selected
   - ◊ **Comments:** blank
   - ◊ **Batch:** blank
   - ◊   **Reason Code:** blank
4. Press ✔ or **Enter** to complete.
5. Click **Select**
6. Under **File** select Output

7. Under **Output type** select **File** and enter a filename:
   - ◊   It is suggested that you use a file name in the format **repcm**_yyyy_.**q3** for the real estate proof, or **ppcm**_yyyy_.**q3** for the personal property proof, where _yyyy_ = the fiscal year, so for example the name for FY 2010 would be **repcm2010.q3 or pppcm2010.q3**
8. Click OK

Remember that this step needs to be done twice. Once for real estate and a second time for personal property

After you have completed to passes of this step:
1. From Dept select Spool F/M
2. Find the two spooled files that were created in the previous steps and print the first 50 and then the last 2 of each. Call the Assessor's office 6204 (Patsy) and get their ok before printing to their printer (assr2_pm)
3. Copy the files from the /u2/live/spool folder the appropriate holding folder on the "Transfer" drive

Step 25 – Assessor Checks Proof

Assessor's Office checks proof – Need OK to continue.

Step 26 – Final Commitment Book

You will need to run this process twice. Once for real estate and a second time for personal property

1. From Property Revenue
   ◊ F – Property Tax Billing
   ◊ B – Massachusetts
   ◊ C – Assessor Processing Reports
   ◊ N – Actual Tax Menu
   ◊ J – Commitment Book
2. Click **Define**

Note: Procedure if errors are detected need to be added… next run?

3. Confirm or set the follow fields:
   ◊ **Tax Year:**
      Current Tax year .
   ◊ **AR category:**
      First pass: 20 -Real Estate
      Second pass: 25 –Personal Property
   ◊ **Exempt Properties:**
      I – Include
   ◊ **Final version with bill numbers** -
      Selected
   ◊ **Included unposted credits:** not selected
   ◊ **Include 61 A/B Credits:** not selected
   ◊ **Prelim Overbill Detail Report:** E –
      Exclude
   ◊ **Owner information:**
      R - Owner of Record
   ◊ **Include other owner:** not selected
   ◊ **Sequence by:** N – Name
   ◊ **Selected from:**
      ___ **to** (25 "z")
   ◊ **Summary totals by letter:** selected
   ◊ **Comments:** blank
   ◊ **Batch:** Enter unique batch name

   ◊ **Reason Code: "**ADJPRE-ADJUST PRELIMINARY"
4. Press ✔ or **Enter** to complete.
5. Click **Select**
6. Under **File** select Output
7. Under **Output type** select **File** and enter a filename:
   ◊ It is suggested that you use a file name in the format **repcm**yyyy.**q3** for the real estate proof, or **ppcm**yyyy.**q3** for the personal property proof, where yyyy = the fiscal year, so for example the name for FY 2010 would be **refcm2010.q3 or ppfcm2010.q3**
8. On "Do you want to post the records dialog", Click Yes
9. On the Tax Bill Detail Maintenance dialog click the "Output-Post" Button.
10. On the "Post" dialog
    ◊ Set **Print sequence** to "Name/Reference"
    ◊ Select "**Use posting date the GL effective date**"
    ◊ Press ✔ or **Enter** to complete
11. On the Output dialog, Under **Output type** select **File** and enter a filename:

◊ It is suggested that you use a file name in the format **rfcmp***yyyy*.**q3** for the real estate proof, or **pfcmp***yyyy*.**q3** for the personal property proof, where *yyyy* = the fiscal year, so for example the name for FY 2010 would be **rfcmp2010.q3 or pfcmp2010.q3**

◊ Click OK

12. On the "No errors detected. Post these adjustments?" dialog click "Yes"
13. On the "Posting is complete" dialong, click "OK"

Remember that this step needs to be done twice. Once for real estate and a second time for personal property

After you have completed to passes of this step:
1. Find the two spooled files that were created in the previous steps and copy files from the /u2/live/spool folder the appropriate

Step 27 – Generate A/R

1. From Property Revenue
   ◊ F – Property Tax Billing
   ◊ B – Massachusetts
   ◊ C – Assessor Processing Reports
   ◊ N – Actual Tax Menu
   ◊ K – Generate A/R
2. Click *Define*
3. Confirm or set the follow fields:
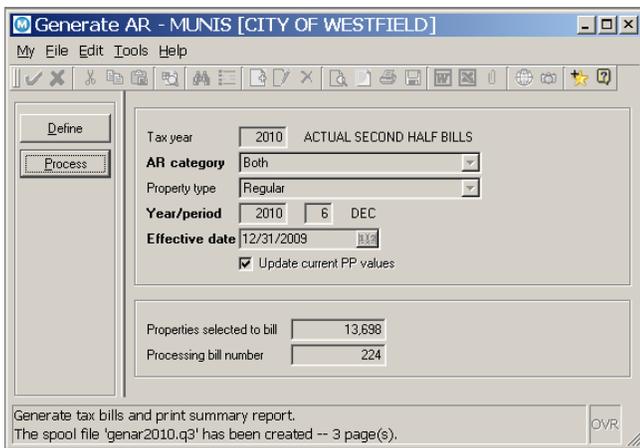
◊ **Tax Year:** Current FY
◊ **AR category:** Both
◊ **Year/Period:** FY, 06
   Effective date: issue date
◊ **Update current PP values:** CHECKED (Per Jim Pettengill 12/20/2007)
4. Press ✔ or *Enter* to complete.
5. Click "**Process**"
   On the "Print Summary Report?" dialog click "No"
6. On the "Generate Accounts Receivable?" dialog click "Yes"
7. On the Output dialog, Under *Output type* select **File** and enter a filename:

◊ It is suggested that you use a file name in the format **rfcmp***yyyy*.**q3** for the real estate proof, or **pfcmp***yyyy*.**q3** for the personal property proof, where *yyyy* = the fiscal year, so for example the name for FY 2010 would be **rfcmp2010.q3 or pfcmp2010.q3**
◊ Click OK
8. Send on copy of the report to Auditors office

Step 28 – Payment Redistribution

You will need to run this process twice. Once for real estate and a second time for personal property

1. From Property Revenue
   - ◊ F – Property Tax Billing
   - ◊ B – Massachusetts
   - ◊ C – Assessor Processing Reports
   - ◊ N – Actual Tax Menu
   - ◊ L – Payment Redistribution
2. Click **Define**

3. Confirm or set the follow fields:
   - ◊ **Year Period:** Fiscal Year
   - ◊ **Year:** Fiscal Year
   - ◊ **A/R cat:** 20
   - ◊ **Bill number:** 0 to 99999999
4. Press ✔ or **Enter** to complete.
5. Click **"Select"**
6. If anything is selected
   - ◊ Click **"Output-Proc"**

◊ At the "...Process this payment redistribution batch?" prompt, click **"Yes"**.
◊ Print to assr2_PM (Call before sending)

7. Click on **"List Errors"** (NOTE: NEED TO DETAIL ERROR PROCEDURES)
8. Click **Define** (This is the second Pass for Personal Property)
9. If a **"Records have already been selected"** prompt appears, Click **"Yes"**
10. Confirm or set the follow fields:
    - ◊ **Year Period**: Fiscal Year
    - ◊ **Year**: Fiscal Year
    - ◊ **A/R cat**: 25
    - ◊ **Bill number:** 0 to 99999999
11. Press ✔ or **Enter** to complete.
12. Click **"Select"**
13. If anything is selected
    - ◊ Click **"Output-Proc"**
    - ◊ On the Output dialog, Under **Output type** select **File** and enter a filename:
    - ◊ It is suggested that you use a file name in the format **repay***yyy*.**q3**, where *yyyy* = the fiscal year, so for example the name for FY 2010 would be **repay2010.q3**
    - ◊ Click OK
14. Click on **"List Errors"**

Step 29 – Update Owner

1. From Property Revenue
   ◊ F – Property Tax Billing
   ◊ B – Massachusetts
   ◊ E –Collection processing
   ◊ C – Bill General Maintenance
2. Click "*Update Owner*"

3. On **Owner Update** Dialog Click *Define*

4. Confirm or set the follow fields:
   ◊ **Tax year range:** Fiscal Year to Fiscal Year
   ◊ **AR category:** Both
   ◊ **Bill type:** Blank
5. Press ✔ or *Enter* to complete.
6. Click *"Select"*
7. Click *"Process"*
8. On the Output dialog, Under *Output type* select **File** and enter a filename:

   ◊ It is suggested that you use a file name in the format **ownup*yyyy*.q3**, where *yyyy* = the fiscal year, so for example the name for FY 2010 would be **ownup2010.q3.**
   ◊ Click *OK*
9. On the "… **PROCESS update**?" dialog, click *"Yes"*

Step 30 – Assessor and Collector Check Billing Data – HOLD POINT

Assessor and Collector take a look at billing data to see if all changes are correct and as they expected.

Step 31 – Generate Mag Media

You will need to run this process twice. Once for real estate and a second time for personal property

1. From Property Revenue
   ◊ F – Property Tax Billing
   ◊ B – Massachusetts
   ◊ C – Assessor Processing Reports
   ◊ N – Actual Tax Menu
   ◊ M – Bill Print

2. Click Define

3. Confirm or set the follow fields:
   ◊ **Tax Year:** Fiscal Year
   ◊ **AR category:** 20 – Real Estate (fist pass) 25 – Personal Property (second pass)
   ◊ **Bill type:** R – Regular
   ◊ **Output format:** Export file
   ◊ **First American export:** Not Checked
   ◊ **Report installment:** 3rd Installment

- ◊ **Scan format:** 1 - Munis Standard
- ◊ **Calc due now and interest to date:** *{Date from Collector} typically First day of interest – 1*
- ◊ **Print Due 1 Amount as zero if negative:** Checked
- ◊ **Omit exempt properties with zero balance:** Checked
- ◊ **Include delinquencies:** Checked
- ◊ **UB delinquent date:** *{Date From Collector}*
- ◊ **Bill amount:** .01 to 9,999,999.99
- ◊ **Sequence by:** Zip Code
- ◊ **Zip code range:** *{blank}* to zzzzz
- ◊ **Service Company:** Include all

4. Press ✔ or ***Enter*** to complete.
5. Click SELECT.
6. Click the 💾 Disk icon and Spool the file.
7. Note the totals and file name that's displayed when the process completes.
8. Remember, this process is done twice. Repeat steps 2 – 7, substituting "25 – Personal Property" in the **AR category** field during step 3 of the second pass.

Fourth Quarter Tax Billing Check List

Step	Date	Done	Description	Responsible
1			Real Estate & PP Information from Collectors	Collector
2			Tax Parameter Maintenance – Updated	Computer Center
3			Tax Year Parameter Maintenance	
4			Check Data on Screen Dumps *Need ok to continue.*	Collector
5			Create VISION2 export file	Assessor
6			Import VISION2 file – RE & PP (current Updated)	Computer Center
7			Tax Bill General Maintenance Run Owner Update[1]	
8			Send Output Reports	
9			Create Mag Media File	
10			Retrieve Mag Media File From Server (FTP) • *Create bid/90 warning version of the file for PKS* • *Create Zip File*	
11			Create RE & PP CD's	
12			Email Zip Version as requested from the Collectors office – Refer outside requests to the Collectors Office	

NOTES:

All filename are merely suggestions and can be whatever fits the need at the time.

Step 1 – Preparation

1. Get Real Estate & PP Information from Collectors

Step 2 – Tax Parameter Maintenance

1. From Property Revenue
   - ◊ F – Property Tax Billing
   - ◊ A – Northeast
   - ◊ C – Massachusetts
   - ◊ B – Assessor Auxiliary Program
   - ◊ A – Parameter Maintenance

2. Click on the ✏️ Update icon.
3. On General Tab:
   - ◊ Check that the **Current Assessment Year** matches the tax year from the "Real Estate & PP Information from Collector" form.

4. On the Bill Tab Make sure

- ◊ Minimum bill amount = .01
- ◊ Bill comment 1 = "ISSUED XXXX DUE YYYY" where XXXX is the used date and YYYY is the due data as defined on the "Real Estate & PP Information from Collectors" form.
- ◊ CPA charge coe = CPA
- ◊ Land Bank charge code = ? {Blank} ?
- ◊ Residential charge code = REAL-R
- ◊ Open space charge code = REAL-R
- ◊ Commercial charge code = REAL-C
- ◊ Industrial charge code = REAL-C
- ◊ Apply CPA Residential exemption = CHECKED
- ◊ Treat open space as residential = Checked
- ◊ Deferred tax reason code = ? {Blank} ?
- ◊ Preliminary tax calculation percentage = .00

5. On the Collection Tab:

◊ Current collection year = *Current Assessment Year from* "Real Estate & PP Information from Collector" form.
◊ Apply credit balance to liability accounts = ?CHECKED?
◊ Prorate partial payments = NO
◊ Minimum refund amount = 1.00
◊ Overpayment charge code = REAL-R
6. Click on ✔ to finish

Step 3 – Tax Year Parameter Maintenance

1. Process Notes:

   Example Dates
   Issue date 07/01/02 due date 08/01/02
   Issue date 10/01/02 due date 11/04/02
   Issue date 12/31/02 due date 02/03/03
   Issue date 04/01/03 due date 05/01/03

   Print Date and Date First Due are the same

2. From Property Revenue
   ◊   F – Property Tax Billing
   ◊   A – Northeast
   ◊   C – Massachusetts
   ◊   B – Assessor Auxiliary Program
   ◊   B – Tax Year Parameter Maintenance

3. Click on the binoculars 🔍 search tool, enter the Tax Year (see collectors form) and then ✔ or press enter. Two records should be found, on for Real Estate and another for Personal Property.
4. On the AR Category 20 Record (Real Estate) General Parameters Tab:
   ◊   **Installment method** = 2 – Preliminary/Actual
   ◊   **Tax calendar status =** 3 – Actual
   ◊   **Prelim calc method =** 2 – Assessment * Rate
   ◊   **Include Exempt** =
   ◊   Checked
   ◊   **Special assmt Instmts** = Checked
   ◊   **Valuation factor = 1000**
   ◊   **Valuation percent** = 100.00

5. On the AR Category 20 Record (Real Estate) Installments Tab:
   ◊ Check dates from collectors form.

6. On the AR Category 25 Record (Personal Property):

◊ **Installment method** = 2 – Preliminary/Actual
◊ **Tax calendar status =** 3 – Actual
◊ **Prelim calc method =** 2 – Assessment * Rate
◊ **Include Exempt** =
◊ Checked
◊ **Special assmt Instmts** = NOT CHECKED
◊ **Valuation factor =** 1000
◊ **Valuation percent** = 100.00

7. On the AR Category 25 Record (Personal Property) Installments Tab:
   ◊ Check dates from collectors form.
   ◊ Screen print
8. Click on ✔ to finish

Step 4 – Check Changes – HOLD POINT

1. Collector's office confirms that all the parameters are set correctly.

Step 5 – Create Vision Export File

The Assessor's Office creates two export files, one for real estate and another for personal property and they send it to the computer center. It may also be sent on a CD or placed in the city share folder.

Step 6 – Import Vision2 files

This is technically an optional s
1. From Property Revenue
    ◊   F – Property Tax Billing
    ◊   A – Northeast
    ◊   C – Massachusetts
    ◊   C – Assessor Processing Reports
    ◊   A – Import RE Cama to Munis

2. Click Define
3. Set or confirm the following:
    ◊   **Assessing system**: VISIN2-VISION CAMA Y2K
    ◊   **Formatting Option**: WE-WESTFIELD
    ◊   **Input File**: Click the magnifying glass to select the file on drive it's on, and it will automatically
        transfer to Munis and put the correct path in the field.
    ◊   **Multi Jurisdiction**: Not Checked
    ◊   **Jurisdiction code**: CITY-CITY OF WESTFIELD
    ◊   **Multi Rate:** Checked
    ◊   **Residential charge**: REAL-R
    ◊   **Open Charge:** REAL-R
    ◊   **Commercial charge:** REAL-C
    ◊   **Industrial charge:** REAL-C
    ◊   **Update:** Current
    ◊   **Move current values:** Not Checked
    ◊   **Move current owner names:** Checked
    ◊   **Make parcels inactive:** Checked
4. Press ✔ or *Enter* to complete.
5. Click **Process** to import the data.
6. When the import is complete a dialog showing the number of parcels records process should appear. When it
    does, click the **OK** button to continue

7. When the print Dialog appears:

♦ Select file
♦ Set file Name to REFY*xx*Q4IMP, where xx = last two digits of fiscal year.
♦ Click the **OK** button.

8. From Property Revenue
♦ F – Property Tax Billing
♦ B – Massachusetts
♦ C – Assessor Processing Reports
♦ B – Import PP Cama to Munis

9. Click Define
10. Set or confirm the following:
♦ **Assessing system**:
VISIN2-VISIN PP
♦ **Formatting Option**:
WE-WESTFIELD MA
♦ **Input File**:
Select the magnifying glass to select the file on drive it's on, and it will automatically transfer to Munis and put the correct path in the field.
♦ **Multi Jurisdiction**: Not Checked
♦ **Jurisdiction code**:
CITY-CITY OF WESTFIELD
♦ **Make parcels inactive:** Checked
11. Press ✔ or *Enter* to complete.
12. Click Process to import the data.
13. When the import is complete a dialog showing the number of parcels records process should appear. When it does:
♦ Click the **OK** button to continue
14. When the print Dialog appears:

♦ Select file
♦ Set file Name to REFY*xx*Q4IMP, where xx = last two digits of fiscal year.
♦ Click the **OK** button.
15. Click the **OK** button to save the file

Step 7 Owner Update

1. From Property Revenue
   ◊ F – Property Tax Billing
   ◊ B – Massachusetts
   ◊ E –Collection processing
   ◊ C – Bill General
     Maintenance
2. Click "***Owner Update***"

3. Click ***Define***
4. Confirm or set the follow fields:
   ◊ **Tax year range:** Fiscal Year
     to Fiscal Year
   ◊ **AR category:** Both
   ◊ **Bill type:** Blank
5. Press ✔ or ***Enter*** to complete.
6. Click Select
7. Click Process

8. When the print dialog appears
   ◊ Select File
   ◊ Set File Name to OWNUPFYxxQ4,
     where xx = fiscal year
   ◊ Click OK

Step 8 – Send Output Reports

At this point the three output reports from the import and owner updates steps should be sent to the Auditors and Collectors Office. It is suggested the the files be formatted and emailed as .pdf files.

The following Word 2007 macro will reformat the text files exported from munis so they can be printed as PFS's

```
Sub MunisWide()
'
' MunisWide Macro
'
'
    WordBasic.TogglePortrait Tab:=3, PaperSize:=0, TopMargin:="1.04", _
        BottomMargin:="1.04", LeftMargin:="1", RightMargin:="1", Gutter:="0", _
        PageWidth:="11", PageHeight:="8.5", Orientation:=1, FirstPage:=0, _
        OtherPages:=0, VertAlign:=0, ApplyPropsTo:=0, FacingPages:=0, _
        HeaderDistance:="0.5", FooterDistance:="0.5", SectionStart:=2, _
        OddAndEvenPages:=0, DifferentFirstPage:=0, Endnotes:=0, LineNum:=0, _
        StartingNum:=1, FromText:=wdAutoPosition, CountBy:=0, NumMode:=0, _
        TwoOnOne:=0, GutterPosition:=0, LayoutMode:=0, CharsLine:=41, LinesPage:= _
        36, CharPitch:=220, LinePitch:=360, DocFontName:="+Body", DocFontSize:=11 _
        , PageColumns:=1, TextFlow:=0, FirstPageOnLeft:=0, SectionType:=1, _
        FolioPrint:=0, ReverseFolio:=0, FolioPages:=1
    Selection.WholeStory
    Selection.Font.Size = 8
    WordBasic.PageSetupMargins Tab:=0, PaperSize:=0, TopMargin:="0.13", _
        BottomMargin:="0", LeftMargin:="1", RightMargin:="1", Gutter:="0", _
        PageWidth:="11", PageHeight:="8.5", Orientation:=1, FirstPage:=0, _
        OtherPages:=0, VertAlign:=0, ApplyPropsTo:=4, FacingPages:=0, _
        HeaderDistance:="0.5", FooterDistance:="0.5", SectionStart:=2, _
        OddAndEvenPages:=0, DifferentFirstPage:=0, Endnotes:=0, LineNum:=0, _
        CountBy:=0, TwoOnOne:=0, GutterPosition:=0, LayoutMode:=0, DocFontName:= _
        "", FirstPageOnLeft:=0, SectionType:=1, FolioPrint:=0, ReverseFolio:=0, _
        FolioPages:=1
End Sub
```

The macro can be cut and pasted into MS Office 2007 Macros (see Tech Center Staff for assistance)

9 – Generate Mag Media

1. From Property Revenue
   - ◊ F – Property Tax Billing
   - ◊ B – Massachusetts
   - ◊ C – Assessor Processing Reports
   - ◊ N – Actual Tax Menu
   - ◊ M – Bill Print

2. Click Define
3. Confirm or set the follow fields:
   - ◊ **Tax Year:** Fiscal Year
   - ◊ **AR category:** 20 – Real Estate
   - ◊ **Bill type:** R – Regular
   - ◊ **Output format:** E – Export
   - ◊ **Calc due now and interest to date:** *{Date from Collector}typically First day of interest - 1*
   - ◊ **Bill amount range:** .01 to 9,999,999.99
   - ◊ **Include delinquencies:** Checked
   - ◊ **UB delinquent date:** *{Date From Collector}*
   - ◊ **Print Due 1 Amount as zero if negative:** Checked
   - ◊ **Omit exempt properties with zero balance:** Checked
   - ◊ **Service Company:** I – Include all
   - ◊ **Report installment:** 3 – 3rd installment

- ◊ **Sequence by:** Zip Code
- ◊ **Zip code range:** *{blank}* to zzzzz
4. Press ✔ or *Enter* to complete.
5. Click SELECT.
6. Click the 🖫 Disk icon and Spool the file.
7. Note the totals and file name that's displayed when the process completes.
8. Repeat steps 2 – 6, substituting "25 – Personal Property" in the **AR category** field during step 3
9. After the files have been spooled, they should be transferred to a holding folder on the transfer share drive. The drive path is typically \\westfile\transfer$\repp\fy*xx*\q4\raw, where xx is the fiscal year of the bills. Change the Names of real estate and personal property files to "TAXREFYxxQ4.DAT" and "TAXPPFYxxQ4.DAT" (xx= fiscal year of bills) respectively. Copy the Personal Property File from the /raw folder and rename it to PPFYxxQ4.DAT . Once saved, the real estate file will need to have the BID amounts appended to it, and total sheet will need to be created and sent to the Collector.
   - ◊ In the Tech center share, there will be a folder named "JOHN_DB's", there will be a Access database named something like "RE-PP Export Tester v*x.x* XP.mdb" (x.x = current version number) You may open the file from there, but it will run faster if you copy the file to you local drive (to C:\TEMP for example) if you choose to do that, you should also copy the two export files that were saved to the transfer folder.
   - ◊ When the data base opens, click the "BID Adjust" button.
   - ◊ When the file dialog appears, go to the directory that the export files were saved to and select the real estate file.
   - ◊ You will then be prompted for where to save the file. Save the file to \\westfile\transfer$\repp\fy*xx*\q4 as REFYxxQ4.DAT
   - ◊ Set the PDF printer in the printer selection
   - ◊ Click "Import Actual RE" and select the REFYxxQ4.DAT file.
   - ◊ Click "Import Actual PP" and select the PPFYxxQ4.DAT file.
   - ◊ Click "Print Real Estate"
   - ◊ Click "Print Personal Property"
   - ◊

Supplemental Bills

Note: The supplemental bills themselves are entered from "Omitted Bills" by the Assessors office.   Also, t

1. From Property Revenues
   - F – Property Tax Billing
   - A – Northeast
   - C – Massachusetts
   - C – Assessor Processing Reports
   - O – Omitted Bills
2. Use the 🔍 Search option to select the bills in the FY you wish to process (2011 for example)
3. Once the bills have been found, note the number of bills, the select the "Browse" option.
4. Order the list in the browser by account number and then output it.
5. While the bills are still selected, use the "further processing" step – Send all output to a file and note the filename.
6. If you have more the one FY to process repeat from step one.

7. From Property Revenue
   - F – Property Tax Billing
   - B – Massachusetts
   - C – Assessor Processing Reports
   - N – Actual Tax Menu
   - M – Bill Print

8. Click Define
9. From "Bill Print", select "Selective Output"
10. Ideally you should clear this out if any bill number are in the queue, but if you can't clear them, note the bills that are checked, and uncheck them
11. Using the list you made is step 4, select the supplemental bills for each processed FY.
12. Once you have selected all bills, use the "Mag Media" option, create the file, and note the name. Note, you will be asked if you want to clear the bills out, respond no.

***** Excise New Commitment(s) From PKS *****

Receive email with files attached for new commitments.

Save file attachments to server drive (xxx:\new_comm)

Open server directory with commitments

Remove .bmj extension from file

Right click – Extract
        Extract files to current directory

***** PROCESS COMPLETED *****

<center>******* Initial MV Excise Bill Export *******</center>

CREATE EXPORT FILES
Property Revenues – Property Tax Billing – Massachusetts – Motor Vehicle Excise –
        Bill Processing and Reports – Create Export Files

1. Define

Export File = mvYYYYCC
        YYYY = Year / CC = commitment #

Commitment Year/Range #'s
        per information given by collector

All dates defined by collector
        All dates are the same as the Issue Date

Export ONLY bills with = <BLANK>
Minimum Bill Amount = $0.01
Scan Format = 1 – Munis Standard

Enter when completed
(note path where file will be created)
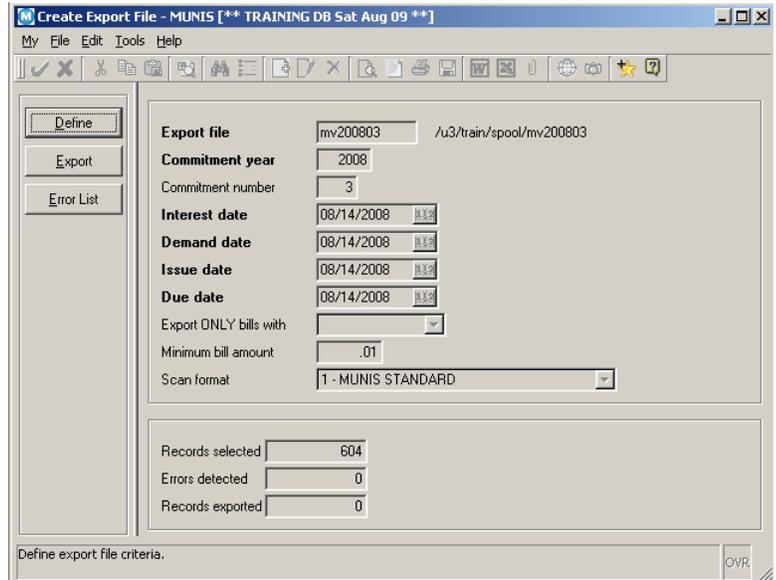
2. Export
Click export button – ok when complete.
        Note commitment year/number and how many records exported to be included in email in next step.

3. Repeat procedure for additional commitments. – When complete, go to Transfer, Zip & Email Files

TRANSFER, ZIP & EMAIL FILES

1. Transfer Files
Command Prompt
> H:\> **J:**
> J:\> **cd excise**
> J:\excise> **ftp munis**
> > – logon as yourself
>
> > ftp> **cd /u2/live/export**
> > ftp> **pwd**
> > ftp> **mget mv***
> > > say 'Y' to files you want to transfer
> > ftp> **quit**
> J:\excise> **exit**

2. Zip & Rename file
From transfer\excise directory
> **Zip files**
> Select all files you want to send to PKS
> Right click – Send to – Compressed (zipped) folder
> > automatically creates zip with name of first file
> > (ie mvYYYYCC.zip)
>
> **Rename zip file**
> Rename file from mvYYYYCC.zip to mvWEST.zip.mv
> (At pop up question – are you sure you want to change it? Click Yes)
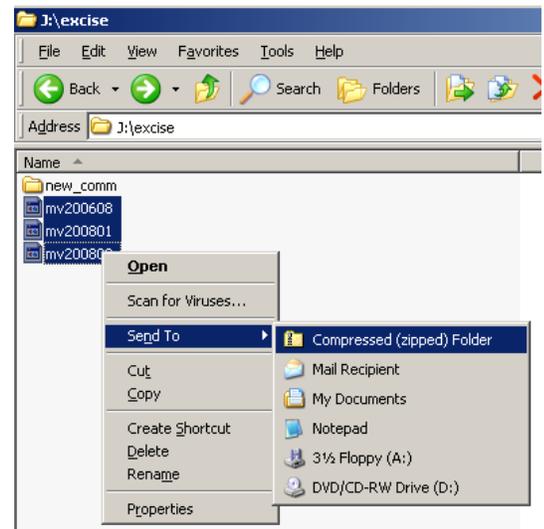
3. Email file
> Send file via email to Brian Jones at PKS (brian.jones@deputycollector.com), <mark>with collector on copy</mark>
> Subject of Email = "WESTFIELD – INITIAL EXCISE BILLS"
> Note which commitments and record counts are included in zip file

***** PROCESS COMPLETED *****

<center>***** **Motor Vehicle Demands** *****</center>

EXCISE DEMAND ($5 fee)
Property Revenues – Property Tax Billing – Massachusetts – Motor Vehicle Excise –
Commitment Processing – Post Demand Notices

1. Define

Commitment Year/Range #'s
      per information given by collector

Bill Number = 0

Demand Date = per information from collector

Minimum Bill Amount = $4.99

Output Type = Print report

Enter when completed
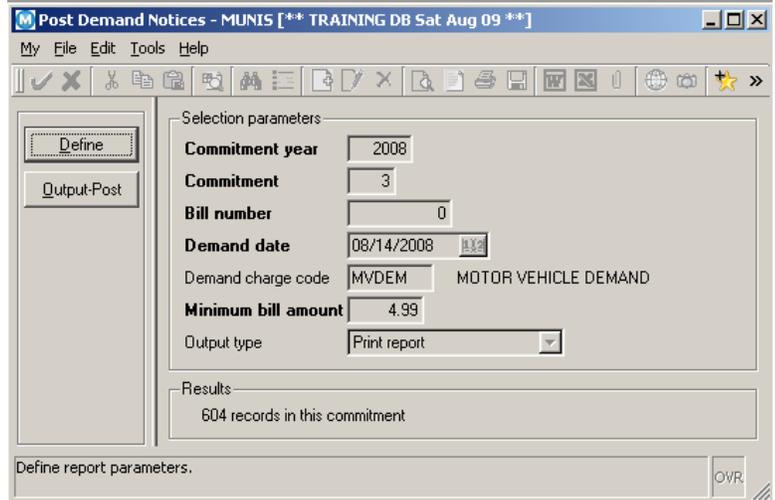
2. Output Post

Print to munis printer – duplex if possible. (Must print list in order to post)
    Before posting, verify no CITY OF WESTFIELD or Zero Dollar Excise accounts – if there are, do not post, correct

    If no errors, then Post Fees. If errors, do not post. Correct errors and re-run procedure.

3. Repeat procedure for additional commitments – When complete, go to Create Export Files

CREATE EXPORT FILES
Property Revenues – Property Tax Billing – Massachusetts – Motor Vehicle Excise –
Bill Processing and Reports – Create Export Files

1. Define

Export File = mdYYYYCC
YYYY = Year / CC = commitment #
(note path where file will be created)

Commitment Year/Range #'s
per information given by collector

All dates defined by collector
Interest Date = Due Date
Demand Date = Issue Date

Export ONLY bills with = Demand Fee
Minimum Bill Amount = $4.99
Scan Format = 1 – Munis Standard

Enter when completed

2. Export
Click export button – ok when complete.
Note commitment year/number and how many records exported to be included in email in next step.

3. Repeat procedure for additional commitments. – When complete, go to Transfer, Zip & Email Files

TRANSFER, ZIP & EMAIL FILES

1. Transfer Files
Command Prompt
        H:\> **J:**
        J:\> **cd excise**
        J:\excise> **ftp munis**
            – logon as yourself

            ftp> **cd /u2/live/spool**
            ftp> **pwd**
            ftp> **mget md***
                say 'Y' to files you want to transfer
            ftp> **quit**
        J:\excise> **exit**

2. Zip & Rename file
From transfer\excise directory
Zip files
Select all files you want to send to PKS
Right click – Send to – Compressed (zipped) folder
    automatically creates zip with name of first file
    (ie mdYYYYCC.zip)

Rename zip file
Rename file from mdYYYYCC.zip to mdWEST.zip.md
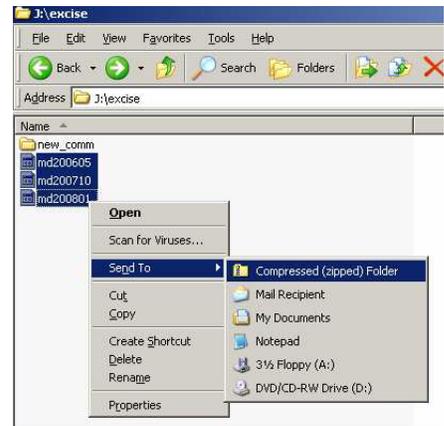
3. Email file
Send file via email to Brian Jones at PKS (brian.jones@deputycollector.com), with collector on copy
Subject of Email = "WESTFIELD – MV DEMAND BILLS"
Note which commitments and record counts are included in zip file

***** PROCESS COMPLETED *****

***** Apply Excise Notice and 1st Warrant *****

EXCISE NOTICE ($10 fee)
Property Revenues – Property Tax Billing – Massachusetts – Motor Vehicle Excise –
>   Commitment Processing – Post Warrant

1. Define

Commitment Year/Range #'s
>   per information given by collector

Bill Number = 0

Warrant Date = per information from collector

Minimum Bill Amount = $4.99

Enter when completed

2. Output Post

Print to munis printer – duplex if possible. (Must print list in order to post)
>   Before posting, verify no CITY OF WESTFIELD or Zero Dollar Excise accounts – if there are, do not post, correct

>   If no errors, then Post Fees. If errors, do not post. Correct errors and re-run procedure.

3. Repeat procedure for additional commitments – When complete, go to 1st Warrant

1st Warrant ($12)

Property Revenues – Property Tax Billing – Massachusetts – Motor Vehicle Excise –
Commitment Processing – Update Fees

1. Define

Fee to assess = 2
MV First Warrant – $12 fee

Posting date & Commitment Year/Range #'s
per information given by collector
ONLY RUN ONE COMMITMENT AT A TIME

Bill Number = 0

Minimum Bill Amount = $4.99

Enter when completed

2. Output Post

Print to munis printer – duplex if possible. (Must print list in order to post)

If no errors, then Post Fees. If errors, do not post. Correct errors and re-run procedure.

3. Repeat procedure for additional commitments. – When complete, go to Create Export Files.

CREATE EXPORT FILES

Property Revenues – Property Tax Billing – Massachusetts – Motor Vehicle Excise –
            Bill Processing and Reports – Create Export Files

1. Define

Export File = mwYYYYCC
        YYYY = Year / CC = commitment #
        (note path where file will be created)

Commitment Year/Range #'s
        per information given by collector

All dates defined by collector
        Interest Date = Due Date

Export ONLY bills with = Warrant Fee
Minimum Bill Amount = $4.99
Scan Format = 1 – Munis Standard

Enter when completed

2. Export

Click export button – ok when complete.
        Note commitment year/number and how many records exported to be included in email in next step.

3. Repeat procedure for additional commitments. – When complete, go to Transfer, Zip & Email Files

TRANSFER, ZIP & EMAIL FILES

1. Transfer Files
Command Prompt

>   H:\> **J:**
>   J:\> **cd excise**
>   J:\excise> **ftp munis**
>   – logon as yourself
>
>   ftp> **cd /u2/live/spool**
>   ftp> **pwd**
>   ftp> **mget mw***
>   say 'Y' to files you want to transfer
>   ftp> **quit**
>   J:\excise> **exit**

2. Zip & Rename file
From transfer\excise directory

>   **Zip files**
>   Select all files you want to send to PKS
>   Right click – Send to – Compressed (zipped) folder
>   automatically creates zip with name of first file
>   (ie mwYYYYCC.zip)
>
>   **Rename zip file**
>   Rename file from mwYYYYCC.zip to mwWEST.zip.mw
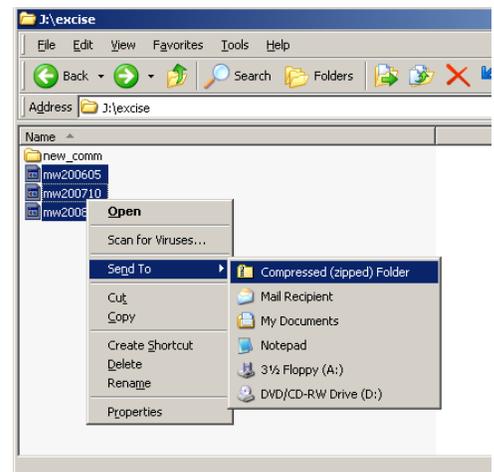
3. Email file

>   Send file via email to Brian Jones at PKS (brian.jones@deputycollector.com), with collector on copy
>   Subject of Email = "WESTFIELD – MV 1st WARRANT BILLS"
>   Note which commitments and record counts are included in zip file

<div align="center">

***** PROCESS COMPLETED *****

</div>

***** Apply 2nd/Final Warrant ($17 Service Fee – MVSERV) *****

Property Revenues – Property Tax Billing – Massachusetts – Motor Vehicle Excise –
Commitment Processing – Update Fees

1. Define

Fee to assess = 3
MV Second Warrant – Service $17 fee

Posting date & Commitment Year/Range #'s
per information given by PKS
ONLY RUN ONE COMMITMENT AT A TIME

Bill Number = 0

Minimum Bill Amount = $4.99

Enter when completed

**** Verify record count in Munis vs count from
PKS. May need to wait to post these fees until
difference in counts is negligible (<10 records).
Postings from bank will affect counts. *****

2. Output Post

Print to munis printer – duplex if possible. (Must print list in order to post)

If no errors, then Post Fees. If errors, do not post. Correct errors and re-run procedure.

3. Repeat procedure for additional commitments.

***** PROCESS COMPLETED *****

***** Apply Mark Fee/Registry Mark ($20 MV Marking Fee – MVMARK) *****

Property Revenues – Property Tax Billing – Massachusetts – Motor Vehicle Excise –
Commitment Processing – Update Fees

1. Define

Fee to assess = 5
   MV Marking Fee – $20 fee

Posting date & Commitment Year/Range #'s
   per information given by PKS
ONLY RUN ONE COMMITMENT AT A TIME

Bill Number = 0

Minimum Bill Amount = $4.99

Enter when completed

**** Verify record count in Munis vs count from
PKS. May need to wait to post these fees until
difference in counts is negligible (<10 records).
Postings from bank will affect counts. *****

2. Output Post

Print to munis printer – duplex if possible. (Must print list in order to post)

If no errors, then Post Fees. If errors, do not post. Correct errors and re-run procedure.

3. Repeat procedure for additional commitments.

***** PROCESS COMPLETED *****

Contents and Navigation

Application Entry

The Application Entry program allows you to maintain application/project information and all the auxiliary programs linked to the application for permits and code enforcement.

The program sends automatic e-mail messages when certain conditions are met.

The program uses construction type rates and factors for permits with charges based on the estimated cost of construction. If rates and factors are defined, the program uses the following calculation for each building use line: square feet * construction type rate * factor.

The program calculates the total estimated cost for the application by summing all of the building use lines for a building and summing all the buildings on an application.

The application profile includes the construction type and building factor. When the application is completed, the program updates the property building records with the construction type and square feet.

The program exports the building uses on permits using an export form code of BLDG5, BLDG6, BLDG7, or BLDG8.

Note: All project codes must be valid to process applications.

More...

Point-in-time fee effective dates allow you to establish effective date fees for original applications, and then apply those effective date fees to subsequent applications that are associated with the original. In this case, the original application has a fee effective date and a fee expiration date. The expiration date represents the date through which any subsequent applications can use the original fee effective date for its own fee calculations. If the site, project code, and fee type allow for point-in-time fee calculations, when a fee is calculated on the subsequent application, the fee effective date used to determine the fee rates is the fee date of the original application.

- For an application, the fee effective date is either the application's fee effective date (for which the default value is the current date when the application is entered) or the point-in-time date carried forward from the original application.
- For a complaint/violation, the default value for the fee effective date is the complaint/violation creation date.
- For an inspection, the fee effective date is established according to the following:
  - If the inspection is associated with an application, the inspection fee rates are based on the application's fee effective date.
  - If the inspection is associated with a complaint/violation, the inspection fee rates are based on the complaint/violation's fee effective date.
- Otherwise, the inspection fee rates are based on the dates the inspection was created.

All permit exports and summary permit exports are available within Tyler Content Manager for MUNIS. If a permit export is processed using Tyler Forms Processing, the data fields are automatically captured and stored in Tyler Content Manager for MUNIS along with an image of the printed document.

The program uses the GIS data layers if they exist in the Project Type FM program whenever a new application is created for the specific project type. If GIS data layers exist and restrictions are associated with the layers, the program displays a warning on the Restrictions and Warnings screen. The program also adds a restriction to the Application Hazards and Restrictions screen.

If the building use line is based on an existing property building, the square feet in the calculation is the square feet from the application building use line less the square feet from the corresponding property building use line. For example, if the application is for a building defined in Property Maintenance as having 2000 square feet and the use line on the application for the same building reflects 2500 square feet, the estimated cost calculation on the application will be based on 500 square feet.

Field Descriptions

Field	Description
Application	This is the application number. You can type the application number in the box or click +1 to assign the next available number.
Status	This is the status of the application, such as A - Active, D - Denied, or C - Complete.
Department	This is the department where the application originated.
Project/Activity	This is the project or activity code for which the application is created. Project or activity codes are established in the Project Type FM program. When you select a project or activity code for which the Parcel Required check box in Project Type FM is not selected, the Property/Use tab is called the Location tab and a limited number of fields are available.
Description 1 and 2	These boxes allow you to enter additional information about the project/activity code.
Applicant	This is the type of applicant applying for the permit. Applicant or role codes are established in the P and CE Miscellaneous Code FM program. You can select the applicant type from the list or you can click Add Code to add a new role code. When you click Add Code, the program opens the P and CE Miscellaneous Code FM program.
Estimated Cost	This is the estimated cost of the project or activity. The estimated cost is automatically calculated, but you can change it. For more information about the automatic calculation, see Automatic Calculation for Construction.
Fees Effective	This is the date that the fees become effective. This date is required.
Owner	This is the customer identification number for the property owner. This box is available for entry if the Parcel Required check box in Project Type FM is not selected for the project/activity code that you are using. You can type the customer ID in the box or click the help button to open the Find Names screen and search for a customer. You can click the folder button to view more information on the customer. When you click the folder button, the program opens the Customer FM program.
Contractor	This is the name of the contractor for the application.
Business	This is the name of the business owner for the application.
Status Code	This is the code indicating the status of the application. Status codes are established in the Status Code FM program.
Status Memo	This box allows you to enter comments about the status of the application.
Assigned To	This is the team or clerk to which the application is assigned. Teams and clerks are established in Team/Clerk FM. You can type the team code in the box or click the help button to select from a list of codes.
Property/Use	
Parcel	This is the parcel identification number associated with the application. You can type the parcel ID in the box or click New Parcel to create a new parcel ID. When you click the New Parcel button, the program displays the Create Minimum Property screen. You can also click the help button to search for an existing parcel.
Location	This is the location of the property. The program automatically enters location information for the parcel. You can click the folder button to view location details.
Municipality	This is the code for the city or town where the property is located. Town codes are established in AR Miscellaneous Codes FM.
Subdivision	This is the code for the subdivision where the property is located. Subdivision codes are established in the Subdivision Code FM program.

Lot/Section/Phase	This is the subdivision lot number, section number, and phase number where the property is located.
Between/And	This is the cross streets where the property is located. The default values are established in the Property Master program.
Location Desc	This is a description of the location, project, or activity.
Existing Use	This is the existing general use code for the property. Use codes are established in the Use Code FM program. You can type the code in the box or click the help button to select from a list of codes.
Zoning	This is the existing zone code for the property. Zone codes are established in the Zone Code FM program. When you select a code from the list, you can click the folder button to view additional information about the zone.
Memo	This box allows you to enter comments about the existing use of the property.
Flood Zone	This is the existing flood zone code of the property. Flood zone codes are established in P and CE Miscellaneous Codes FM. You can type the code in the box or click the help button to select from a list of codes. The program completes the value of this box from Property Master, but you can change this. If you do change this, the program updates the property master record with the new value.
Proposed Use	This is the proposed use code for the property. If there is no change in use, enter the same use code as entered in the Existing Use box. You can type the code in the box or click the help button to select from a list of codes.
Zoning	This is the proposed zone code for the property. The default zone code is the existing zone code. Zone codes are established in the Zone Code FM program. Options available to you depend on your department permissions. When you select a code from the list, you can click the folder button to view additional information about the zone.
Memo	This box allows you to enter comments about the proposed use of the property.
Flood Zone	This is the proposed flood zone code of the property. Flood zone codes are established in P and CE Miscellaneous Codes FM. You can type the code in the box or click the help button to select from a list of codes. The program completes the value of this box from Property Master, but you can change this. If you do change this, the program updates the property master record with the new value.
Non-Conforming	
Non-Conforming	When you select this check box, the application is for a non-conforming use.
Reason	This is the reason the application is for non-conforming use. Non-conforming reason codes are established in the Reason Code FM program. This box is available when you select the Non-Conforming check box.
Memo	This is a description for the non-conforming reason code. The reason code description established in the Reason Code FM program is the default description, but you can change it or enter additional notes about why the application is non-conforming. This box is available when you select the Non-Conforming check box.
Date/Misc	
Estimated Start/End	These boxes indicate the estimated starting and ending dates for the project.
Application Received	This is the date the application is received.
Application Reason	This box allows you to enter a reason for the application.
Ordinance	This box allows you to enter comments about the ordinance reference. Default comments are established in the Property Master program.

Parent Application	This is the parent project identification number associated with the current application. The default project identification number is established when an application is copied using the Copy App button and you select the The New Application Will Have the Current Application as a Parent check box on the Copy Application screen.
Point In Time Eff Dt	This is the date when point-in-time fees are effective. This box is available when you select the Point In Time Fees Used check box in Parameter FM. When you enter a parcel ID that has a subdivision code associated with it in Property Master, the program automatically enters the fee effective date from the subdivision master record in this box. If no subdivision fee effective date is available, the point in time effective date defaults from the parent application.
Fee Expiration Date	This is the date when the application fees are no longer valid. This box is available when you select the Point In Time Fees Used check box in Parameter FM.
Actual Start/End	This is the actual start and end date of the project. You can enter the actual start date, but the actual end date is updated by the Close/Deny process.
Next Action Date	This is the date the next action should be taken on the current application. The date is only for your reference and must be manually updated.
Next Action	This is the code for the next action that should be taken on the current application. The code is only for your reference and must be manually updated. Next action codes are established in the Comment Code FM program.
Action Memo	This box allows you to enter comments about the next action required on the application.
Submitted In Multiple Phases	When you select this check box, the application applies to a project that has been submitted in multiple phases.

Permits

Type	This is the permit type code. Permit type codes are established in Permit Type FM.
Status	This is the status of the permit, such as Denied, Issued, or Reviewing.
Issued	This is the date that the permit was issued.
Expires	This is the date that the permit expires.
Restrtn	This is the restriction code for the permit. Restriction codes are established in Restriction Code FM.
Contractor	This is the name of the contractor for the permit.
Fee Total	This is the total amount of fees for the permit.
Unpaid Amt	This is the total unpaid amount for the permit.
Total Fees	This is the total amount of fees for all permits.
Total Unpaid	This is the total unpaid amount for all permits.

User Defined

	This tab allows you to enter values for user-defined fields. This tab is only available if user-defined fields exist for Application Entry.

Tasks 🔳

Resources

Common Toolbar Tasks	About MUNIS Information	MUNIS Text Editor
Common Report Tasks	MUNIS Attachments	MUNIS Query Wizard

Resources

General MUNIS FAQs
Exploring the MUNIS Toolbar
MUNIS KnowledgeBase
MUNIS Technical Support
Using MUNIS (PDF)
Using Workflow (PDF)
Navigating MUNIS Help

MUNIS Browse Screen
MUNIS Word Export/Mail Merge
MUNIS MapLink
MUNIS Output
MUNIS Scheduler
MUNIS Spool File Maintenance

Tyler Content Manager

PROCESS FOR PAYMENT ENTRY:

1ST PAYMENT OF THE DAY, WHICH INCLUDES OPENING YOUR BATCH FOR THE DAY.

1. ON YOUR OPENED APPLICATION -- DOUBLE CLICK ON <u>"PERMIT"</u> TAB – the <u>"application Permit"</u> screen opens.

   a. IF IT IS A <u>FLAT FEE</u>, CLICK ON THE <u>"COLLECT"</u> BUTTON IN LEFT COLUMN.

   b. IF IT IS A <u>STATISTICAL</u> FEE CLICK ON THE **"UPDATE"** BUTTON, YOU MUST ENTER DATA IN THE <u>"CONTRACTOR"</u> FIELD IN ORDER TO MOVE FORWARD. You could enter the applicant name, a contractor, Atty., etc.

   c. NOW YOU CAN ENTER YOUR STATISTICAL INFORMATION TO FOMULATE YOUR FEE.

2. CLICK ON THE <u>"COLLECT"</u> BUTTON IN LEFT COLUMN.

3. ENTER THE PAYMENT OR CLICK ON <u>"PAY ALL"</u> BUTTON IN LEFT COLUMN, <u>IF PAYING EVERYTHING IN THE SCREEN.</u>

4. CLICK ON THE GREEN CHECK MARK

5. CLICK ON THE "APPLY PAYMENT" BUTTON IN LEFT COLUMN

6. THE <u>"PAYMENT ENTRY"</u> WINDOW OPENS

7. CLICK ON THE <u>"ADD"</u> BUTTON TO START A BATCH FOR THE DAY. <u>(you only do this step once, to open a batch for the day)</u> MAKE SURE YOU RECORD THE BATCH NUMBER FOR YOUR REFERENCE, VERY IMPORTANT!!

8. TAB TO <u>"DEPOSIT NUMBER"</u> FIELD, PUT IN THE MONTH AND YEAR <u>AS LUCY HAS REQUIRED.</u>

9. CLICK ON GREEN CHECK MARK AND YOU ARE DONE OPENING THE BATCH AND YOUR <u>"COMPLETING RECEIPT"</u> SCREEN APPEAR

2ND PHASE OF 1ST PAYMENT OF THE DAY: THIS IS ALSO THE PROCESS FOR EVERY PAYMENT AFTER THE BATCH IS OPEN FOR THE DAY.

1. YOU ARE IN THE <u>"COMPLETING RECEIPT"</u> SCREEN, IN THE <u>"PAYMENT METHOD FIELD"</u>, CLICK ON THE DROP DOWN ARROW AND SELECT THE PAYMENT METHOD i.e., cash, check, if you have cash & a check, select #9 MULTIPLE

2. TAB TO THE <u>"CHECK/REF#"</u> FIELD, YOU CAN PUT IN THE CHECK# IF IT IS A CHECK PAYMENT.

3. TAB TO THE <u>"ADD'L PAYMENT REF"</u> FIELD AND PUT IN THE APPLICATION #.

4. TAB TO THE <u>"RECEIPT OPTION"</u> FIELD AND IF YOU WANT TO PRINT A RECEIPT SELECT ITEM 2-<u>"SUMMARY ONLY"</u> & TAB

   a. Confirm your printer is the correct one.

5. TAB TO THE <u>"REFERENCE"</u> FIELD PUT IN THE APPLICATION #, THIS FIELD WILL PRINT OUT ON YOUR PAYMENT PROOF REPORT AT THE END OF THIS PROCESS.

6. TAB TO THE **"PAID BY CUSTOMER #"** FIELD, TO ENTER THE NAME OF THE PERSON PAYING YOU. CLICK ON THE 3 DOT ICON AND SEARCH FOR YOUR CUSTOMER'S NAME BY ENTERTING AN * BEFORE AND AFTER THE NAME. **THIS PROCESS IS TAKING TO THE PROPERTY MASTER, DO NOT MAKE ANY CHANGES TO THIS RECORD IT WILL AFFECT OTHER FINANCE DEPTS. VERY IMPORTANT!!**

7. CLICK ON THE GREEN CHECK MARK - DONE – YOU ENTERED THE PAYMENT AND YOUR RECEIPT PRINTS IF YOU REQUESTED ONE.

CLOSING THE BATCH AT THE END OF THE DAY:

HOW TO GET THERE? GO TO PROPERTY REVENUE, PAYMENT PROCESS, PAYMENT ENTRY SCREEN – payment entry screen also finds lost Batches.

1. CLICK ON **"OUTPUT RELEASE"** IN LEFT COLUMN, (THIS IS THE PRINT PROCESS) THE OUTPUT OPTONS APPEAR.

2. CLICK ON THE GREEN CHECK MARK, THE **"OUTPUT "**SCREEN APPEARS.

3. CLICK ON **"OK"** TAB, YOUR PRINTER BEGINS TO PRINT, AND THE **"RELEASE"** SCREEN APPEARS ASKING YOU IF YOU WANT TO RELEASE... DO NOT CLICK ON THIS SCREEN UNTIL YOU BALANCE YOUR MONEY W/ YOUR RECEIPTS.

4. CHECK THE PRINTED COPY FOR ACCURANCY AND BALANCE WITH YOUR MONEY. THEN CLICK ON THE **"YES"** BUTTON TO RELEASE THE BATCH.

5. THE **" BATCH DEPOSIT NUMBER"** SCREEN APPEARS, JUST CLICK **"OK"**

6. THE **"BATCH STATUS"** SCREEN APPEARS, JUST CLICK **"OK"**

The start of Treasurer/Lucy's required payment document:

7. RETURN TO THE **"MUNIS APPLICATION MENU"**, CLICK ON THE **"RECEIPT ENTRY"** HEADING IN THE LEFT COLUMN, AT THE BOTTOM OF THE COLUMN.

8. CLICK ON **"B"** – **"SCHEDULE OF DEPARTMENTAL PAYMENTS."**

9. CLICK ON **"DEFINE"** BUTTON IN LEFT COLUMN.

10. CHANGE **"PAYMENT RECORD TYPE"** FIELD TO **"PROOF"**

11. TAB DOWN TO **CLERK ID WINDOW**, ENTER YOUR NAME IN LOWER CASE in both widows; ex: d.carey   to d.carey

12. TAB TO THE **"REFERENCE #"** FIELD AND PUT IN YOUR DEPARTMENT'S NAME, this prints out on payment schedule, which is helpful to Lucy.

13. TAB DOWN AND CLICK ON **"GL ACCOUNT SUMMARY BY DEPT"**

14. CLICK THE GREEN CHECK MARK

15. CLICK ON **"SELECT"** IN LEFT COLUMN – AT THE BOTTOM OF THE BOX THE # OF TRANSACTIONS YOU HAVE PERFORMED FOR THE DAY IS DISPLAYED.

16. CHECK TO MAKE SURE THAT THE # OF TRANSCATIONS IS THE SAME NUMBER STATED AS RECEIPTS ON YOUR "PAYMENT PROOF REPORT".

17. CLICK ON YOUR PRINTER ICON AT THE TOP OF PAGE TO PRINT , TAKE THIS FORM & YOUR MONEY TO LUCY. DONE!

LUCY'S <u>DEPOSIT NUMBER</u> FIELD ENTRY CODES & RULES

- Remember – no money deposits to the Treasurer on the last day of the month

- Remember – on lst day of every month you must make sure your <u>**BATCH DATE has rolled over to the correct month.**</u>

You put the code below in the <u>**Deposit Number**</u> field on the <u>Payment Entry Screen</u>.

<u>MONTHS</u>	<u>CODES</u>
OCTOBER	OCT 11
NOVEMBER	NOV 11
DECEMBER	DEC 11
JANUARY	JAN 12
FEBRUARY	FEB 12
MARCH	MAR 12
APRIL	APRIL 12
MAY	MAY 12
JUNE	JUNE 12
JULY	JULY 12
AUGUST	AUG 12
SEPTEMBER	SEPT 12

- Change the year of the code as needed.

- Leave a space between the month and year

EXHIBITS

Departmental Billing
        Commitment   *DB-1*

Receipts
        Schedule of Departmental Payment to Treasure   *R-1*
        Schedule of Departmental Payment to Collector   *R-2*
        Expended Return   *R-3*
        Void Vendor Check   *R-4*

Payroll
        Personnel Action Form   *PA-1*
        Earnings Worksheet   *PA-2*
        Time sheet   *PA-3*
        Void/Cash Payment   *PA-4*
        Payroll Maintenance   *PA-5*

Accounts Payable
        Schedule of Bills Payable   *AP-1*
        Invoice Entry Batch (example)   *AP-2*
        Warrant (example)   *AP-3*
        Invoice Maintenance   *AP-4*
        Expense Voucher   *AP-5*
        Interdepartmental Charge   *AP-6*

Miscellaneous Exhibits
        Authorized Signatures   *M-1*
        Transfer (Mayoral)   *M-2*
        Expended Transfer   *M-3*
        Purchase Order Maintenance   *M-4*

WESTFIELD, MASSACHUSETTS

SCHEDULE OF BILLS RECEIVABLE

COMMITMENT NO:_____

DEPARTMENT

SHEET NO: _____

DATE: _____

To the Treasurer or Collector
   The following bills, in the aggregate to $_____

_____ are herewith committed for collection.

_____   _____
            DEPARTMENT DIRECTOR   **ACCOUNTING OFFICER**

BILL NO.	NAME/ADDRESS	DESCRIPTION	AMOUNT DUE	AMOUNT COLLECTED	DATE PAID
			$0.00		

CITY OF WESTFIELD
SCHEDULE OF DEPARTMENTAL PAYMENT TO TREASURER
POLICE- C210

NO. _____   **LOC/DEPT - POLICE**   DATE _____

ACCDNT	ACCIDENT REPORTS	$ _____
RESTIT	RESTITUTION	$ _____
VIDEO	COPIES OF VIDEO TAPES	$ _____
FID CD	FID CARD	$ _____
IDPHOT	ID PHOTOS	$ _____
INCDNT	INCIDENT REPORTS	$ _____
POLINS	INSURANCE REIMBURSEMENT	$ _____
PSETLE	POLICE SETTLEMENT	$ _____
POLCPY	PRIOR YEAR REVENUE	$ _____

TOTAL $ _____ 0

_____

_____

The above is a detailed list of monies collected by me, which I have paid to the Treasurer, whose receipt I hold thereof.

Department Head Signature _____

Received of _____

The sum of _____

For the _____ ending _____

Which I have paid to the Treasurer, whose receipt I hold therefore.

Treasurer's Signature _____

7/3/2012   R-1

CITY OF WESTFIELD
SCHEDULE OF DEPARTMENTAL PAYMENT TO COLLECTOR
OFF DUTY POLICE -

NO. _____   **LOC/DEPT - OFFPO**   DATE _____

POLOFF	OFF DUTY ADMINISTR FEES	$ _____
OFFCOL	OFF DUTY RECEIPTS	$ _____
ODPMIS	MISCELLANEOUS	$ _____
ODSFEE	OFF DUTY SPECIAL FEE	$ _____
	TOTAL	$ _____

_____

_____

_____

_____

The above is a detailed list of monies collected by me, which I have paid to the Collector, whose receipt I hold thereof.

Department Head Signature _____

Received of _____

The sum of _____

For the _____ ending _____

Which I have paid to the Collector, whose receipt I hold therefore.

Collector's Signature _____

7/3/2012   R-2

CITY OF WESTFIELD
SCHEDULE OF DEPARTMENTAL PAYMENT TO <u>TREASURER</u>
*****EXPENDITURE RETURN*****

NO. _____ DEPARTMENT: _____ DATE _____

SOURCE   ORG CODE-OBJECT

_____ $ _____

_____ $ _____

_____ $ _____

_____ $ _____

_____ $ _____

_____ $ _____

_____ $ _____

_____ $ _____

                          TOTAL $ _____

EXPLANATION _____

_____

_____

_____

The above is a detailed list of monies collected by me, which I have paid to the Treasurer, whose receipt I hold thereof.

Department Head Signature _____

Received of   _____

The sum of   _____

For the   _____ ending _____

Which I have paid to the Treasurer, whose receipt I hold therefore.
****
Treasurer's Signature   _____
*************************   *****only to be taken in treasurer's office*****

VENDOR (CITY OF WESTFIELD) CHECK TO BE VOIDED

VOID CHECK NUMBER

CHECK DATE

WARRANT NUMBER

VENDOR NUMBER

VENDOR NAME

INVOICE NUMBER

ORG/OBJECT	AMOUNT

REASON:

DEPARTMENT HEAD SIGNATURE:

TREASURER'S SIGNATURE:

City of Westfield
Personnel Action Form

Please check all that apply and attach documentation:

☐ New Hire	☐ Death	☐ Job Change	☐ Leave
☐ Transfer	☒ Step Increase	☐ No. Vacation Weeks	☐ Status Change
☐ Resignation	☐ Promotion	☐ Reactivate (from inactive)	☐ Change in Hours
☐ Retired	☐ Demotion	☐ Reinstatement	☐ Informational
☐ Termination	☐ Salary Change	☐ Name/Address Change	☐ SEASONAL

Effective Date: _____ Department: _____T_____ Employee # _____

Last Name: _____ First Name: _____ MI: _____

Address: _____ City: _Westfield_____ State:_MA_ Zip:01085_

|Increase/Promotion| Permanent:_____ Temporary:_____ Provisional:_____

Hire Date: _____ Assigned Anniversary Date: _____ Promotion date: ___

_____ Job Title: _____

Grade: _____ Step: _____ Wage: $_____ ☐ Hourly ☐ Weekly☐ Quarterly

|Vacation:| Anniversary Date: _____ No. of Weeks: _____

|Leave| Type:_____ Begin Date:_____ Return Date: _____

(attach appropriate documentation)   Length: _____

FOR PERSONNEL USE ONLY

SS# _____ Home Phone: _____ Gender: M F   Marital Status: _M_____

Job Title: _____ Grade/Step: _____

Birth Date:_____ Hire Date: _____ Service Date: _____ Perm. Date: _____

Risk Code: _____ EEO Code: _____ EEO Func.: _____ Race: _____

Job Class Code: _____ Position Cont. # _____ Group/Union:_____

Pay Types: _____ Start Date: _____ End Date: _____

Stipend: Yes ____   No ____ Amt.: _____ Personnel Status: FT ____ PT____

Location: _____ Check Location: _____ Pay Frequency: W ____M____ Q____

Org Code: _____ Object Code: _____ Salary_____ Hourly _____

Department Head Signature: _____   Date: _____

4/17/2012   PA-1

City of Westfield
Personnel Action Form

Personnel Director Signature: _____ Date: _____

OBRA (circle one):   Yes   No

Retirement City   _____%
     Retirement City 30+   _____%
Retirement Teacher   _____%
     Retirement Teacher 30+   _____%

Fed Tax (circle one):   Married   Single
    No. dependents   _____
    Fed Calc   _____
    Fed Calc+   _____
    Fed Fixed   _____

State Tax (circle one):   Married   Single
    No. dependents   _____
    State Calc   _____
    State Calc+   _____
    State Fixed   _____

Health Insurance
    Family _____ Single _____

    HMO _____ Blue Choice _____ Blue Care Elect _____

    Medex _____ Mgd. Blue _____

    Payroll Deduction _____ Direct Pay _____

    Pre-tax _____ Tax _____

Dental Insurance
    Family _____ Single _____

    Payroll Deduction _____ Direct Pay _____

    Pre-tax _____ Tax _____

Life Insurance
    Payroll Deduction _____ Direct Pay _____

Other Deductions:

    Type: _____ Amt:_____ Reason:_____
    Type: _____ Amt:_____ Reason:_____

Location   C135   AUDITOR

Emp #	Name	Job Class	Pay	Pay Desc	Hrlr Rate	Reg Hrs	Oth Hrs	Reg Pay	Oth Pay	Org	Object	Proj
82921	BOLDUC, ANGELA	ACCTCLERK	101	HOURLY						11350000	511110	
82921	BOLDUC, ANGELA	ACCTCLERK	200	OVT 1.5						11350000	513000	
82921	BOLDUC, ANGELA	ACCTCLERK	201	OVT 2						11350000	513000	
82921	BOLDUC, ANGELA	ACCTCLERK	300	VAC HR						11350000	511110	
82921	BOLDUC, ANGELA	ACCTCLERK	400	SICK HRLY						11350000	511110	
82921	BOLDUC, ANGELA	ACCTCLERK	403	LWP HR						11350000	511110	
82921	BOLDUC, ANGELA	ACCTCLERK	404	LWOP HR						11350000	511110	
82921	BOLDUC, ANGELA	ACCTCLERK	405	PERSON HR						11350000	511110	
82921	BOLDUC, ANGELA	ACCTCLERK	500	HOLIDAY HR						11350000	511110	
82921	BOLDUC, ANGELA	ACCTCLERK	816	CLEANING						11520000	516000	
70169	DALEY, MARY	ASST DP HD	100	BASE SAL						11350000	511000	
70169	DALEY, MARY	ASST DP HD	380	VAC SAL						11350000	511000	
70169	DALEY, MARY	ASST DP HD	401	LWP SAL						11350000	511000	
70169	DALEY, MARY	ASST DP HD	402	LWOP SAL						11350000	511000	
70169	DALEY, MARY	ASST DP HD	480	SICK SAL						11350000	511000	
70169	DALEY, MARY	ASST DP HD	490	PERSON SAL						11350000	511000	
70169	DALEY, MARY	ASST DP HD	601	LONG ANNL						11350000	514000	
70169	DALEY, MARY	ASST DP HD	990	RETRO PAY						11350000	511000	
73843	MAYNARD, HELEN	ACTMACH OP	101	HOURLY						11350000	511100	
73843	MAYNARD, HELEN	ACTMACH OP	200	OVT 1.5						11350000	513000	
73843	MAYNARD, HELEN	ACTMACH OP	201	OVT 2						11350000	513000	
73843	MAYNARD, HELEN	ACTMACH OP	300	VAC HR						11350000	511100	
73843	MAYNARD, HELEN	ACTMACH OP	400	SICK HRLY						11350000	511100	
73843	MAYNARD, HELEN	ACTMACH OP	403	LWP HR						11350000	511100	
73843	MAYNARD, HELEN	ACTMACH OP	404	LWOP HR						11350000	511100	
73843	MAYNARD, HELEN	ACTMACH OP	405	PERSON HR						11350000	511100	
73843	MAYNARD, HELEN	ACTMACH OP	500	HOLIDAY HR						11350000	511100	
73843	MAYNARD, HELEN	ACTMACH OP	816	CLEANING						11520000	516000	
72014	ROBIENCIEZAK, LYNN	BDGT ANLYS	100	BASE SAL						11350000	511000	
72014	ROBIENCIEZAK, LYNN	BDGT ANLYS	380	VAC SAL						11350000	511000	
72014	ROBIENCIEZAK, LYNN	BDGT ANLYS	401	LWP SAL						11350000	511000	
72014	ROBIENCIEZAK, LYNN	BDGT ANLYS	402	LWOP SAL						11350000	511000	
72014	ROBIENCIEZAK, LYNN	BDGT ANLYS	480	SICK SAL						11350000	511000	
72014	ROBIENCIEZAK, LYNN	BDGT ANLYS	490	PERSON SAL						11350000	511000	
65068	STRYCHARZ, DEBORAH	DPTHD NUNU	100	BASE SAL						11350000	511000	
65068	STRYCHARZ, DEBORAH	DPTHD NUNU	380	VAC SAL						11350000	511000	
65068	STRYCHARZ, DEBORAH	DPTHD NUNU	401	LWP SAL						11350000	511000	
65068	STRYCHARZ, DEBORAH	DPTHD NUNU	480	SICK SAL						11350000	511000	
65068	STRYCHARZ, DEBORAH	DPTHD NUNU	490	PERSON SAL						11350000	511000	
65068	STRYCHARZ, DEBORAH	DPTHD NUNU	601	LONG ANNL						11350000	514000	
65068	STRYCHARZ, DEBORAH	DPTHD NUNU	716	DH EDUCTN						11350000	514300	
75232	ZALINSKI, EWA	SRACTCLRK	101	HOURLY						11350000	511100	
75232	ZALINSKI, EWA	SRACTCLRK	200	OVT 1.5						11350000	513000	
75232	ZALINSKI, EWA	SRACTCLRK	201	OVT 2						11350000	513000	
75232	ZALINSKI, EWA	SRACTCLRK	300	VAC HR						11350000	511100	
75232	ZALINSKI, EWA	SRACTCLRK	400	SICK HRLY						11350000	511100	
75232	ZALINSKI, EWA	SRACTCLRK	403	LWP HR						11350000	511100	
75232	ZALINSKI, EWA	SRACTCLRK	404	LWOP HR						11350000	511100	
75232	ZALINSKI, EWA	SRACTCLRK	405	PERSON HR						11350000	511100	
75232	ZALINSKI, EWA	SRACTCLRK	500	HOLIDAY HR						11350000	511100	
75232	ZALINSKI, EWA	SRACTCLRK	816	CLEANING						11520000	516000	
75232	ZALINSKI, EWA	SRACTCLRK	990	RETRO PAY						11350000	511100	

WEEKLY TIME CARD

PAYROLL DATE: _____

WEEK ENDING: _____

EMPLOYEE NAME: _____

EMPLOYEE NUMBER: _____

DEPARTMENT: _____

	DATE	AM-in	LUNCH	PM-out	Regular Time	Holiday Time	Vacation Time	Sick Time	Comp Time Straight	Over Time Straight
Mon										
Tues										
Wed										
Thur										
Friday										
Total										

_____ _____
Employee Signature   **Date**

_____ _____
Auditors Signature   **Date**

VOID /CASH PAYMENT

Dept. Head Signature _____ Check ret'd by _____

Employee ID Number [   ] Social Security # [   ]

Employee Name [   ] Pay Rate [   ]

Void Check Number [   ] Warrant # [   ]

Check Date [   ] Location [   ]

Org/Object
(list amount of each)

Org/Ob	Amount	Pay type	Hours

Gross Check [   ]

Deductions:

Code Number/Title	Amount

Net Check [   ]

Auditor's Signature _____ **FOR CASH PAYMENT**
(cash payment)

Treasurer's Signature _____ **FOR VOID CHECKS**
(void) 7/3/2012   PA-4

CITY OF WESTFIELD, MASSACHUSETTS

DEPARTMENT OF ACCOUNTS   **OFFICE OF CITY AUDITOR**

PAYROLL MAINTENANCE

Request for CORRECTION OF ACCOUNT ON PAYROLL

DEPARTMENT- _____   DATE _____

EMPLOYEE# _____   **PAY TYPE#** _____

EMPLOYEE NAME _____   **WARRANT#** _____

AMOUNT _____   **CHECK DATE** _____

	ORG	**OBJECT**
ACCOUNT TO BE CHANGED **TO:**		

ACCOUNT NAME: _____

_____
DEPARTMENT HEAD

CITY OF WESTFIELD

SCHEDULE OF BILLS PAYABLE

Warrant _____

Date _____

To the City Auditor: The following bills fo the _____ Department amounting in the aggreagate to $0.00 dollars, are hereby approved and you are requested to place them on a warrant for payment.

Dept/Loc _____

Date Submitted _____

PO #	VENDOR #	VENDOR NAME	REM*	INVOICE #	INV GROSS AMT	INV DATE	DESCRIPTION	ORG	OBJECT	AMOUNT	LIQ**	CK***
										0.00		
										0.00		
										0.00		
										0.00		
										0.00		
										0.00		
TOTAL				0.00		<-- TOTALS MUST EQUAL -->			**TOTAL**	0.00		

SEND 2 COPIES TO AUDITORS OFFICE (1 = YELLOW, 1 = WHITE)

* REM = ENTER REMIT NUMBER FOR ADDRESS OF VENDOR
** LIQ = ENTER (P) FOR PARTIAL PAYMENT, (F) FOR FULL LIQUIDATION
*** CK = LEAVE BLANK FOR NORMAL CHECK DISBURSEMENT. ENTER (S) FOR SEPARATE CHECK PER INVOICE, (W) FOR WIRE TRANSFER

4/17/2012

AP-1

```
    CLERK: k.torres  BATCH: 4341                          NEW INVOICES
                            DOCUMENT
VENDOR R    NAME            INVOICE    PO      VOUCHER WARRANT    NET AMOUNT  EXCEEDS PO BY   PO BALANCE CHK/WIRE  ERR
------------------------------------------------------------------------------------------------------------------------


HELD INVOICES

011947 00001 GABRIELLI TRUCK  174166     2122122  465317        1,156.33         3.73         .00
                              79413

CASH 1000    2012/10   INV 03/23/2012    SEP-CHK:N  DISC: .00               14340000 520000            1,156.33  1099:M
ACCT 104000 DEPT 434    DUE 04/06/2012 DESC 5726314

016757 00004 COYNE TEXTILE SE 174167     2120478  465318          18.92          .00        175.92
                              0869976

CASH 1000    2012/10   INV 04/03/2012    SEP-CHK:N  DISC: .00               14340000 520000              18.92  1099:
ACCT 104000 DEPT 434    DUE 04/06/2012 DESC 31767 C#7193

006351 00001 RED'S TOWING     174168     2122218  465319         425.97          .00         .00
                              113363

CASH 1000    2012/10   INV 03/15/2012    SEP-CHK:N  DISC: .00               14340000 520000             425.97  1099:
ACCT 104000 DEPT 434    DUE 04/06/2012 DESC TOW TRUCK # 202

000320 00003 ZEE MEDICAL SERV 174170     2122204  465320          34.43          .00         .00
                              0113410822

CASH 1000    2012/10   INV 03/22/2012    SEP-CHK:N  DISC: .00               14340000 540000              34.43  1099:
ACCT 104000 DEPT 434    DUE 04/06/2012 DESC 038329

016757 00004 COYNE TEXTILE SE 174485     2120478  465642          18.92          .00        175.92
                              0871471

CASH 1000    2012/10   INV 04/10/2012    SEP-CHK:N  DISC: .00               14340000 520000              18.92  1099:
ACCT 104000 DEPT 434    DUE 04/10/2012 DESC 31767 C#7193
------------------------------------------------------------------------------------------------------------------------
        5 HELD INVOICES                   TOTAL          1,654.57



------------------------------------------------------------------------------------------------------------------------
        0 INVOICE(S)               REPORT POST TOTAL          .00
------------------------------------------------------------------------------------------------------------------------

                                                 REPORT TOTALS              .00
```

CITY OF WESTFIELD

TREASURY WARRANT NO.

DATE: _____

VOUCHER NUMBER	NAME	ACCOUNT APPROPRIATION	DEBIT EXPENDITURES	CREDIT CASH	AMOUNT	CHECK

$0.00

TO THE TREASURER: **DATE:** _____

PAY TO EACH OF THE PERSONS NAMED IN THE ATTACHED WARRANT, ACCOMPANYING PAYROLLS AND SCHEDULES OF BILLS PAYABLE THE SUMS SET AGAINST THEIR RESPECTIVE NAMES, AMOUNTING IN THE AGGREGATE TO

TOTAL DOLLARS SPELLED OUT IN DOLLARS AND CENTS

--- $0.00

AND CHARGE THE SAME TO THE APPROPRIATIONS OR ACCOUNTS INDICATED.

_____   _____
MAYOR   CITY AUDITOR

CITY OF WESTFIELD, MASSACHUSETTS

DEPARTMENT OF ACCOUNTS   **OFFICE OF CITY AUDITOR**

INVOICE MAINTENANCE

Request for CORRECTION OF ACCOUNT/PO ON **PAID** INVOICE

DEPARTMENT- _____   DATE _____

VENDOR# _____   **INVOICE#** _____
                                              (must be exactly as appears in computer)

VENDOR NAME _____   **VOUCHER#** _____

WARRANT# _____   **PO#** _____

AMOUNT _____

	ORG	OBJECT
ACCOUNT TO BE CHANGED **TO:**	☐	☐

ACCOUNT NAME: _____

PO# TO BE CHANGED **TO**: ☐

_____
DEPARTMENT HEAD

CITY OF WESTFIELD

EXPENSE VOUCHER

_____

DATE: _____

NAME _____

ADDRESS _____

SOCIAL SECURITY _____

NAME OF ASSOCIATION _____

DATE FROM: _____   DATE TO: _____

TOTALS:

MEALS: _____   TOLLS: _____

REGISTRATION: _____   MILEAGE: _____

MISCELLANEOUS: _____   LODGING: _____

TRAVEL EXPENSE ONLY: (Please Attach Notification of Conference/Meeting)

DATE: _____   DESTINATION: _____

PURPOSE OF TRIP: _____

MILEAGE: _____   TOLLS: _____

TOTAL OF EXPENDITURES: _____

ALL RECEIPTS MUST BE ATTACHED TO VOUCHER WHEN SUBMITTING FOR REIMBURSEMENT

AUTHORIZED BY: _____

(DEPARTMENT HEAD OR APPROVING AUTHORITY)

REQUESTED BY: _____

PERSON RECEIVING REIMBURSEMENT

CHARGE TO ACCOUNT NUMBER: _____

Receipt and Copies (Front/Back)of cancelled Checks must be Attached

THE CITY OF WESTFIELD

WESTFIELD, MASSACHUSETTS 01085

INTERDEPARTMENTAL CHARGES

DATE: _____ **#:** _____

DEPARTMENT TO BE CHARGED: _____

ACCOUNT (S) TO BE CHARGED: **AMOUNT**

_____   _____

_____   _____

_____   _____

_____   _____

_____   _____

                                         TOTAL   _____

DETAIL OF CHARGES:

ACCOUNT (S) TO BE CREDITED: **AMOUNT**

_____   _____

_____   _____

_____   _____

                                         TOTAL   _____

DEPARTMENT HEAD SIGNATURE: _____

TO BE DONE IN TRIPLICATE
WHITE-AUDITOR'S
PINK-AUDITOR'S
YELLOW-DEPT.

<u>AUTHORIZED SIGNATURE FORM</u>

The majority of the board members must sign the Schedules of Bills Payable per Mass. General Laws Chapter 41, Section 56). The Department Head is required to sign all Invoices, Hours and Payroll Registers, and all other documents being forwarded to the Auditor's office for processing.

In the event of an <u>EMERGENCY</u>, <u>EXTENDED ABSENCE</u> or <u>DISABILITY</u> of the Department Head, the following person(s) may sign the Department Head's name with their initials to the documents below:

           Payroll Warrant

           Hours and/or Payroll Registers

           Expended Transfers

           Invoice Maintenance

           Payroll Maintenance

           Transfers

           Schedule of Departmental Payments to Treasurer

Included with this completed form, a coy of te minutes fo the meeting when the Board/Commissioners approved the person(s) listed below. Please note the Mayor's signature is also required.

NAME: _____   TITLE: _____

NAME: _____   TITLE: _____

                                          DATE: _____

_____
SIGNATURE OF DEPARTMENT HEAD

                                          DATE: _____

_____
MAYOR

CITY OF WESTFIELD, MASSACHUSETTS

DEPARTMENT OF ACCOUNTS   OFFICE OF CITY AUDITOR

TRANSFER

Request for TRANSFER OF FUNDS within Departmental Accounts

DEPARTMENT: _____   DATE _____

TRANSFER FROM: Expense   _____✔_____

                   Classification Number   _____

                   Classification Name   _____

                              AMOUNT $ -

TRANSFER TO: Expense   _____✔_____

                   Classification Number   _____

                   Classification Name   _____

                              AMOUNT $ -

EXPLANATION :

_____

_____

_____

_____
DEPARTMENT HEAD

_____
APPROVED BY MAYOR

_____
APPROVED BY AUDITING DEPT FOR
AVAILABILITY OF FUNDS

CITY OF WESTFIELD, MASSACHUSETTS

DEPARTMENT OF ACCOUNTS   **OFFICE OF CITY AUDITOR**

EXPENDED TRANSFER

Request for TRANSFER OF EXPENDED FUNDS within Departmental Accounts

DEPARTMENT- _____   DATE: _____

CHARGE TO:

Personal Service _____ Expense ____x____

Classification Number   _____

Classification Name   _____

AMOUNT $ _____0.00_____

CREDIT TO:

Personal Service _____ Expense ____x____

Classification Number   _____

Classification Name   _____

AMOUNT $ _____0.00_____

I hereby request a transfer of FUNDS as indicated above for the following reason:

_____

_____

_____
DEPARTMENT HEAD

PURCHASE ORDER CHANGE FORM

Please submit to Purchasing for approval. A stamp approved copy will be returned to Department.

Date: _____

Department: _____

PO # _____ **Vendor** _____

CHECK APPROPRIATE LINE(S) AND ATTACH COPY OF PO

Change Org _____

Change Object _____

Increase ** _____ **Line #** _____

Add Line _____ **Description:** _____

Decrease _____ **Line #** _____

Cancel _____ If Change Order include copy

Close _____

Reopen PO _____ **Amt to be encumbered** $_____

Vendor Name _____ **If original (WHITE) copy was sent to the**
(change to)   **wrong vendor, get it back and attach**

Reason for Increase/Decrease _____

_____

_____
Department Head Signature

_____
Processed by

_____
Purchasing Director Signature
.
*** If PO is set up for unit pricing you must increase or decrease accordingly.*
ex: If the PO is set up as 4 items @ $25 each, you need to increase or decrease
in multiples of $25.

FORMS WILL BE RETURNED IF THEY ARE NOT COMPLETELY FILLED OUT.